

PHA Plans

5 Year Plan for Years 2010 - 2014

Annual Plan for Year 2011

Fiscal Year Beginning October 1, 2011

Washington County Housing Authority
Washington, Pennsylvania

Stephen K. Hall
Executive Director

Table of Contents

Table of Contents		<u>Page #</u>
1.0 PHA Information		4
2.0 Inventory		4
3.0 Submission Type		4
4.0 PHA Consortia		4
5.0 Five Year Plan		
5.1 Mission Statement		4
5.2 Goals and Objectives		5
6.0 PHA Plan Update		
1. Eligibility, Selection and Admission Policies including Deconcentration and Waiting List Procedures		9
2. Financial Resources		17
3. Rent Determination		18
4. Operations and Management		21
5. Grievance Procedures		22
6. Designated Housing for Elderly and Disabled Families		24
7. Community Service and Self-Sufficiency		25
8. Safety and Crime Prevention		29
9. Pets		32
10. Civil Rights Certifications		33
11. Fiscal Year Audit		34
12. Asset Management		35
a. County Coordination		35
b. Vacancy Reduction		36
c. Section 504 Accessibility Improvements		38
13. Violence Against Women Act (VAWA)		39
7.0 Special Programs		
a. Hope VI or Mixed Financing Modernization or Development		42
b. Demolition and/or Disposition		43
c. Conversion of Public Housing		45
d. Homeownership		46
e. Project-Based Vouchers		47
8.0 Capital Improvements		
8.1 Capital Fund Annual Statement/P&E Reports		48
8.2 Capital Fund Program Five-Year Action Plan		49
8.3 Capital Fund Financing Program (CFFP)		49
9.0 Housing Needs		50
9.1 Strategy for Addressing Housing Needs		57
10.0 Additional Information		
a. Progress in Meeting Mission and Goals		59
b. Significant Amendment and Substantial Deviation/Modification		61
c. Agreement with HUD		62

Attachments**Page #**

A.	Comments of Resident Advisory Board	64
B.	Admissions Policy for Deconcentration	70
C.	List of Resident Advisory Board Members	74
D.	Resident Board Member	75
E.	Community Service Description of Implementation	76
F.	Identified Projects for Asset Management (AMPs)	83
G.	Challenged Elements Include any element(s) of the PHA Plan that is challenged.	84
H.	Civil Rights Certification	85
I.	Section 8 Homeownership Program and Capacity Statement	87
J.	Capital Fund	103
	Capital Fund Program Original Annual Statement	
	Capital Fund Program 5-Year Action Plan	
	Performance and Evaluation Reports	

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	---	--

1.0	PHA Information PHA Name: <u>Washington County Housing Authority</u> PHA Code: <u>PA-17</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>(913 less 23 special purpose units = 890)</u> Number of HCV units: <u>939</u> <u>(includes 8 Mod Rehab. units).</u>												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>H C V</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PH	H C V						
PH	H C V												
	PHA 1:												
	PHA 2:												
	PHA 3:												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Washington County Housing Authority is to develop, manage, and administer quality housing for low and moderate-income persons and to promote economic growth and quality living environments in our communities. We strive to pursue this mission within the context of limited government resources by providing assistance to our clients (residents) that results in (1) leveraging HUD resources with those of the private sector and other public agencies, (2) efficient program administration, and (3) creative approaches to problem solving.												

5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ul style="list-style-type: none"> • The Housing Authority will attempt to expand the supply of assisted housing by applying for additional Section 8 vouchers based on availability, demand and the Authority's eligibility to apply. A target of applying for 100 or less new units has been established. • Develop strategies, change policies and commit funding to reduce public housing vacancies to meet HUD PHAS performance requirements. • The Housing Authority will explore leveraging private or other public funds to create additional housing opportunities by continuing to partner with the Washington County Redevelopment Authority and their use of CDBG funding in providing and supporting housing opportunities. • The Authority will explore tax credit funding for new or substantially rehabilitated assisted housing. • Using various federal and/or state financing programs, the Housing Authority will explore the expansion of assisted housing into communities not currently served or underserved. • The Authority will continue to evaluate and implement management strategies designed to attain the high performer PHAS and SEMAP designations and scores of 95 or above. • The Housing Authority will continue to emphasize timely response to maintenance requests and take actions on tenant concerns and recommendations in an effort to increase customer satisfaction. • By implementing the 5-Year Capital Fund program within prescribed obligation and expenditure dates, the Housing Authority will continue its commitment to improve the quality of assisted housing • The Housing Authority believes demolition and disposition activities are useful and effective tools to reduce density and overcrowding, eliminate dangerous and obsolescent conditions, put vacant buildings to a better use and reduce the overall vacancy rate. The Authority will continue to evaluate demolition and disposition activities, principally in family developments, when necessary and warranted. • The Authority will increase assisted housing choices by expanding the Section 8 Project Based Voucher Program into areas of the County where housing needs are currently not being addressed. • The Authority will implement public housing security improvements by continuing existing cooperative relationships and above base line contracting with local police and PA Constables within the confines of limited budgets. As funding permits security cameras, recorders and additional lighting will be added. • Continue to provide an improved living environment by working with the Redevelopment Authority and Community Action Southwest to identify sites/buildings where Head Start Programs or other tenant based services or training (i.e.: Family Development Programs) can be initiated.
-----	--

	<ul style="list-style-type: none"> • The Housing Authority will promote self-sufficiency and asset development of assisted households by providing employment opportunities as they become available in those areas where the Authority has played a role in establishing programs or services or as part of ongoing operations. This would include the Head Start Programs, project maintenance activities and resident employment in assisting in preparing units for occupancy. • By developing and implementing a strategy and timetable to meet the requirements of Section 504 of the Rehabilitation Act of 1973, ensuring at least 5% of all public housing units within each development are accessible to persons with mobility impairments, the Authority has undertaken affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required. • The Housing Authority is committed to maintaining compliance with the requirements of the Violence Against Women Act of 2005. Toward meeting these requirements the Authority has and will continue to adopt policies and explore other activities to assure resident victims of domestic violence, dating violence, sexual assault or stalking will continue to have access to the housing opportunities available through the Housing Authority. Also assure public housing residents have a living environment that protects the safety of victims of these crimes. • The Housing Authority will meet the condensed Capital Fund “obligation and expenditure” time frames established for public housing modernization and other improvements funded by the American Recovery and Reinvestment Act of 2009.
--	---

6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. See Attached 6.0
------------	---

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> See Attached 7.0
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. The Capital Fund Annual Statement and Applicable Performance and Evaluation Reports are Attached.

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The Capital Fund Five-Year Action Plan is Attached.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See Attached 9.0</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See Attached 9.1</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>See Attached 10.0</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

WASHINGTON COUNTY HOUSING AUTHORITY

Annual Plan

6.0 PHA PLAN UPDATE

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

The following PHA Plan elements have been revised, updated or information clarified:

- 6.0 Eligibility, Selection and Admission Policies including Deconcentration and Income Mixing analysis updated, Waiting List Procedures-both Public Housing and Section 8 modified, Financial Resources updated, Operations and Management clarified, Community Service and Self –Sufficiency updated, Safety and Crime Prevention updated/clarified, Updated to include assistance animals, Fiscal Year Audi info updated, Asset Management clarified, County Coordination updated, Vacancy Reduction updated, and Section 504 Accessibility updated/clarified
- 7.0 Demolition and/or Disposition info. updated, previous demolitions eliminated
- 8.1 Capital Fund Program Annual Statement new/updated
- 8.2 Capital Fund 5-Year Action Plan updated
- 9.0 Housing Needs, Strategy for Addressing Housing Needs discussion on 2010 census data updated
- 10.0 Additional Information - Progress in Meeting Mission and Goals updated
- Attachment A- Comments of the Resident Advisory Board
- Attachment C - List of Resident Advisory Board Members
- Attachment H - Civil Rights Certification
- Attachment J - Capital Fund Annual Statement, Five-Year Action Plan, Update P&E Reports

(b) Display locations for PHA Plans.

The PHA Plans (including attachments) are available for public inspection at the Housing Authority Main Administrative Office. Copies of the Plans are also available at each Asset Management Project office.

Washington County Housing Authority
100 Crumrine Tower, Franklin Street
Washington, PA 15301-6995
Telephone 724-228-6060
web site: www.wacoha.com
email: wcha@pulsenet.com

PHA Plan Elements (24 CFR 903.7)

1. ELIGIBILITY, SELECTION AND ADMISSION POLICIES, INCLUDING DECONCENTRATION AND WAITING LIST PROCEDURES

Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

A. PUBLIC HOUSING PROGRAM

PHA Policies that govern resident or tenant eligibility, selection and admission.

The Housing Authority policies related to eligibility for admission to public housing are contained in the Washington County Housing Authority Admissions and Continued Occupancy Policy (ACOP) – Chapter 3.

- Basic eligibility for public housing is determined by income. HUD sets income limits that determine the eligibility of applicants for HUD's assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.
- The Housing Authority determines full eligibility for admission to public housing following the completion of a preliminary application, the successful passing of criminal, credit and landlord screening, the completion of a family interview and the preparation and acceptance of a full application with required documentation.
- The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN.
- The Housing Authority uses prior criminal and drug related activity, previous behavior, prior rental history, prior housekeeping record, credit check references and truthfulness of information on the application in determining eligibility for admission.
- The Housing Authority obtains criminal records from local law enforcement agencies and accesses FBI records for non-income (screening) purposes to establish eligibility. Applicant information is sent to the Washington County 911 Center for an original national criminal record report. If the applicant has a criminal record, the Authority requires the applicant to be fingerprinted and then obtains an FBI report. Eligibility is determined following receipt and review of the FBI report. The Housing Authority also reviews public information available on the PA Appellate Court website to determine disposition of any outstanding criminal charge(s).

- The Authority currently uses 6 sub-jurisdictional family waiting lists and 4 sub-jurisdictional elderly waiting lists:

Family	Elderly
1. California	1. Washington
2. Washington	2. Bentleyville
3. Canonsburg	3. California
4. Fredericktown	4. North Charleroi
5. Donora	
6. Monongahela	

- Families interested in applying for admission to public housing can obtain an application at the Authority's main administrative office in Washington, at any site asset management office or from Connect Inc., a non-profit emergency housing provider; the Washington Hospital and the Washington County Human Services Agency. Persons with computer access can obtain an application by visiting the Housing Authority's internet web site (www.wacoha.com).

Admission preferences

Issues concerning admissions are contained in Chapter 4 of the ACOP.

Local preferences will be used to select among applicants on the waiting list

- The PHA currently uses the following Local Preferences:
[These local preferences have been adopted by the Housing Authority Board. Implementation of the numeric rankings (following the preference), will be implemented when new computer software becomes operational. The higher the total numeric ranking (points), the higher the applicant appears on the Waiting List]
- 1. Involuntary Displacement (6)
- 2. Residency preference: for families who live, work, or have been hired to work or who are attending school or are participating in training programs in Washington County. (3)
- 3. Elderly (includes near-elderly) and Disabled (2)
- 4. Economic Deconcentration: Families with incomes needed to achieve deconcentration of poverty and income-mixing. (This preference is activated/initiated only when the annual income analysis, performed as part of the PHA Annual Plan process, determines that economic deconcentration of a development(s) is necessary [24 CFR 903.2(a)])
- Policies dealing with transfers between public housing developments for existing tenants can be found in Chapter 12 of the ACOP. Generally, transfers

are permitted for emergencies, over-housed, under-housed, medical justification and administrative reasons determined by the Housing Authority (e.g., to permit modernization etc.). Transfers take precedence over new admissions.

Unit assignment policies

Unit assignment policies are contained in Chapter 5 of the ACOP.

- Applicants will be given one vacant unit choice before they fall to the bottom of or are removed from the waiting list.
- The Authority's occupancy standards are as follows:

The Housing Authority will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex, other than spouses, will not be required to share a bedroom.

Children under the age of 5 may share a bedroom with a parent(s).

Children of the opposite sex may share a bedroom up to the age of 5.

Persons of different generations will not be required to share a bedroom.

Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.

Single person families will be allocated a one bedroom.

Foster children will be included in determining unit size.

- Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the Housing Authority
- When selecting applicants from the waiting list the Housing Authority matches the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The Housing Authority offers the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.
- By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.
- Factors such as deconcentration or income mixing, income targeting and local preferences will also be considered in accordance with HUD requirements and PHA policy.

Procedures for maintaining waiting lists for admission

- The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.
- To update the waiting list, the Housing Authority will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the Authority has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.
- The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the Housing Authority not later than 14 business days from the date of the letter.
- If the family fails to respond within 14 business days, the family will be removed from the waiting list without further notice.
- If the family fails to respond due to a disability, the family will be reinstated on the waiting list to their original date and time as a reasonable accommodation.
- If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.
- If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 14 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.
- When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the Housing Authority from making an eligibility determination; therefore no informal hearing is required.
- If a family is removed from the waiting list for failure to respond, the Executive Director may reinstate the family if he determines the lack of response was due to Authority error, or to circumstances beyond the family's control.

Deconcentration and Income mixing

- The concentration of low-income families into a public housing development(s) is prohibited. The deconcentration of poverty and income mixing is promoted by a policy that provides for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. A copy of that Authority's Deconcentration Plan appears as an attachment to this Plan – Attachment B.
- To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered public housing developments, the Housing Authority as part of the Annual Plan process, and in compliance with 24 CFR 903 Subpart A, undertakes a required multi-step income analysis to determine if any covered development(s) are outside(above or below) an established income range (EIR). If outside the EIR the Authority must implement the deconcentration strategy(s) in the policy. Following are the results of the most recent (April 2010) analysis:
 - ❖ The Housing Authority has general occupancy (family) public housing developments covered by the deconcentration rule.
 - ❖ Of the covered developments [24 CFR 903.2 (b)(2)(i)], the residents of Jollick Manor have an average income below the established EIR,
 - ❖ Of the covered developments [24 CFR 903.2 (b)(2)(i)], the residents of Valley View Terrace have an average income above the established EIR.
 - ❖ Although outside (above) the established income range, the average income of the residents at Valley View Terrace is below 30% of the area median income of \$18,900, (AMI \$63,000 – March 2011) and therefore is not considered high income. (24CFR Part 903)

Deconcentration Policy for Covered Developments

Development Name:	Number of Units	Explanation (if any)	Deconcentration policy (if no explanation) (see step 5 at 903.2(c)(1)(v))
Jollick Manor		Below 85% of the EIR	Target higher income

The Authority's Deconcentration Policy is amended annually. This annual amendment allow for changes in the developments determined to be subject to the deconcentration and income mixing requirement.

- To achieve deconcentration of poverty or income mixing goals at the targeted development the Authority will employ waiting list "skipping" at Jollick Manor.

- Based on the results of the required analysis, the Authority will make special efforts to attract or retain higher-income families at Jollick Manor.
- Based on the results of the required analysis, the Authority will make special efforts to assure access for lower-income families at N/A.

The Washington County Housing Authority Admissions and Continued Occupancy Policy (ACOP) will be reviewed annually and updated periodically.

B. HOUSING CHOICE VOUCHER PROGRAM (Section 8)

PHA Policies that govern resident or tenant eligibility, selection and admission.

Policies governing Section 8 Eligibility, Selection and Admission are contained in the Washington County Housing Choice Voucher Administrative Plan (Admin Plan) – Chapters 3 and 4

- As with public housing, basic eligibility for Section 8 assistance is determined by income. HUD sets income limits that determine the eligibility of applicants for all HUD's assisted housing programs. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.
- Applications for admission are available by phone request; at the main administrative office, all asset management project developments and on the Housing Authority's web site (www.wacoha.com)
- The Section 8 waiting list is not merged with any other waiting list.
- The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN.
- The Housing Authority undertakes screening of applicants for criminal or drug related activity only to the extent required by law or regulation
- Applicants having an unsatisfied financial obligation with the Authority or with any other assisted housing development, the Housing Authority will deny admission to the applicant family if the family has not repaid money owed the agency/Authority or owner. Applicants and residents are required to sign form "Debts Owed to Public Housing Agencies and Termination" prior to admission.
- The Housing Authority requests criminal information on applicants from local law enforcement agencies and the FBI.

Applicant information is sent to the Washington County 911 Center for an original national criminal record report. If the applicant has a criminal record, the Authority requires the applicant to be fingerprinted and then obtains an FBI Report. Eligibility is determined following receipt and review of the FBI Report.

The Housing Authority also reviews public information available on the PA Appellate Court website to determine disposition of any outstanding criminal charge(s).

- Applicants are reminded, if accepted into the HCV Program, The Housing Authority will terminate any assistance if any household member is found

Formatted: Tab stops: Not at 1.25"

to be engaged in any illegal use of a drug, has a pattern of illegal drug use or if any household member abuses or has a pattern of abuse of alcohol that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. A more complete explanation on Termination of Assistance and Tenancy can be found in Chapter 12 of the Admin Plan.

- Prospective landlords, upon request, are given the prospective tenant's prior address and the former landlord's name. The prospective landlord is responsible for tenant screening and can undertake additional background follow-up checking as appropriate.
- The Housing Authority provides a 60-day time period for an applicant to search for a unit. An additional 30 day extension is provided upon request. An additional 30 day extension is granted for extreme situations and circumstances. Families with disabled members or those with special circumstances or needs are given additional search time.

Admission preferences

A detailed explanation of Section 8 Admission Preferences can be found in Chapter 4 of the Admin Plan.

Following are the Housing Authority admission:

- The Housing Authority will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding regardless of the local preferences. Local preferences will be numerically ranked, with number 1 being the highest preference. Local preferences will also be aggregated using the following system:
- Two preferences outweigh one (See Exhibit 4-1 of Admin Plan for definitions):
 1. Nursing Home Transition
 2. Involuntary Displacement (Disaster, Government Action, Witness Protection Program)
 3. Victims of Domestic Violence

Among applicants on the waiting list with equal preference status, the date and time of the application is used for selection.

Special Purpose Section 8 Assistance Programs

- The Housing Authority does not currently administer a Special Purpose Section 8 Program. If funding becomes available during the upcoming fiscal year the Housing Authority will explore the use of Special Purpose Section 8 Assistance aimed at assisting families with disabled members.

The Washington County Housing Choice Voucher Administrative Plan (Admin Plan) will be reviewed annually and updated periodically.

Formatted: Tab stops: Not at 1.25"

2. FINANCIAL RESOURCES:

A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, Capital and other anticipated Federal resources available to the PHA, as well a statement rents and other income available to support public housing or tenant based assistance. The statement also should include the non-federal sources of funds supporting each Federal program, and state the planned use for the resource.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (for Fiscal Year beginning October 2010):	7,769,237	Public Housing Operations, Capital Improvements and Section 8 Operations
a) Public Housing Operating Fund	2,698,414	
b) Public Housing Capital Fund	1,200,000	
c) HOPE VI Revitalization		
d) Annual Contributions for Section 8 Tenant-Based Assistance	3,870,823	
e) Resident Opportunity and Self-Sufficiency Grants	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)	887,213	
2010 Capital Fund	545,709	Public Housing Capital Improvements
2009 Capital Fund	341,504	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	1,899,120	Public Housing Capital Improvements/Operation
4. Other income (list below)	99,920	
Vending	57,200	Public Housing Capital Improvements/Operation
Public Housing Investments Interest	6,320	Public Housing Capital Improvements/Operation
Non Dwelling Rental	36,400	Public Housing Capital Improvements/Operation
4. Non-federal sources (list below)		
Total Resources	8,756,370	

All amounts appearing above are estimates based on information available on April 15, 2011.

3. RENT DETERMINATION

A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

A. PUBLIC HOUSING PROGRAM

Statement of the policies of the PHA governing rents charged for dwelling units

- The amount of rent charged is determined by family adjusted income.
- In accordance with 24 CFR Part 960.253 the Housing Authority gives families occupying public housing the opportunity to choose between two methods of determining the amount of tenant rent payable monthly by the family. The family may choose to pay either a flat rent or an income-based rent.
- The Housing Authority has a minimum public housing rent of 0. (If the family has reported zero income, the Housing Authority will conduct an interim income reexamination every 3 months as long as the family continues to report that they have no income).
- In determining the amount charged for rent HUD regulations require the Housing Authority to deduct from annual income any mandatory deductions for which a family qualifies. The resulting amount is the family's adjusted income. These mandatory deductions are found in Chapter 6 of the ACOP.
- In addition to the mandatory deductions, the Housing Authority also allows for an (optional) deductions or exclusion for alimony and child support paid for a person not residing in the household. This deduction is granted to all families that qualify.
- Rent re-determinations: Between income reexaminations, tenants must report an increase in income (if a new source of income) or change in family composition to the Housing Authority. Such changes may result in an adjustment to rent

Formatted: Bulleted + Level: 3 + Aligned at: 0.88" + Tab after: 1.13" + Indent at: 1.13"

**Washington County Housing Authority
FLAT RENT SCHEDULE**

Following is the Flat Rent Schedule currently in affect.

Property Location	1BR	2BR	3BR	4BR
Maple Terrace (17-1)	\$241+E	\$312+E	\$384+E	\$428+E
Lincoln Terrace (17-2)	\$241+E	\$312+E	\$384+E	
Frederick Terrace (17-3)	\$245+E	\$285+E	\$335+E	\$375+E
Highland Terrace (17-4)	\$222+E	\$270+E	\$348+E	\$387+E
Valley View Terrace (17-5)	\$235+E	\$305+E	\$375+E	\$415+E
Crumrine Tower (17-8)	\$275			
Jollick Manor (17-8)	\$275	\$355	\$435	\$480
Riverview Apartments (17-9)	\$284			
California Terrace (17-9)	\$273+E	\$317+E	\$353+E	\$392+E
California Manor (17-10)	\$269+E	\$312+E		
California Apartments (17-10)	\$269+E	\$312+E		
Canonsburg Scat. S. (17-12)	\$200+GEWS	\$265+GEWS		
Highland Ave. Apts. (17-14)			\$345+GE	
Maple View Terrace (17-15)	\$152+GEW	\$240+GEW		
Donora Scat. Sites (17-16)	\$175+GE	\$210+GE		
Nathan Goff Jr. Apts. (17-17)	\$289+E			
Monongahela Town (17-19)	\$203+GEW	\$255+GEW		
Bentley Tower (17-20)	\$255+E			
Bassettown Manor (17-21)	\$275+E			

NOTE: The following codes pertain to the utilities paid by the tenant. Rents without codes include all utilities.

E: Electric paid by tenant G: Gas paid by tenant W: Water paid by tenant
S: Sewage to be paid by tenant

B. HOUSING CHOICE VOUCHER PROGRAM (Section 8)

Statement of the policies of the PHA governing rents charged for dwelling units

- A family's income determines eligibility for assistance and is also used to calculate the family's payment and the Housing Authority's subsidy. The policies in Chapter 6 of the Admin Plan are used to determine the family's share of the monthly rent and ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations.
- The minimum rent charged to Section 8 participants is \$50.00. An exemption from the minimum rent can be made if a family is unable to pay the minimum rent because of financial hardship.
- The following discretionary minimum rent hardship exemption policies apply in Washington County (See Chapter 6-49 of the HCV Administrative Plan for complete discussion)
 1. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program
 2. The family would be evicted because it is unable to pay the minimum rent.
 3. Family income has decreased because of changed family circumstances, including the loss of employment
 4. A death has occurred in the family.
- The Housing Authority has established payment standards that are used to determine the rents for various types of units. These payment standards are reviewed annually. The following payment standards are currently in use: the Housing Authority utilizes a 3 - tier payment standard, based on community income/housing costs. The low payment standard (90% of FMR) applies to the Coal Center Borough area. The seldom used high payment standard (110% of FMR) applies to the Peters Township, North Strabane Township and the Greenhills Borough area. The third tier (100% of FMR) is the remainder of the County

4. OPERATIONS AND MANAGEMENT

A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of PHA programs of the PHA.

The following pertains to all housing owned, assisted or operated by the Housing Authority.

Housing Authority Management

The following describes the Housing Authority Management structure and organization:

- The Housing Authority operates under a management structure and organization that meets current Asset Management requirements. The Authority is divided into five Departments (Public Housing Management, Public Housing Maintenance, Section 8, Accounting, and Purchasing) and 5 Asset Management areas. The five Department heads and Asset Managers report directly to the Executive Director or Deputy Executive Director. The Executive Director is responsible to the appointed Board of Directors.

Public Housing Maintenance

- Public Housing Maintenance is operated through a 22 (June 2011) person Maintenance Division under the overall supervision of a Superintendent who is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. Work is coordinated through the Asset Management Project Managers. The Maintenance Division also provides inspection support to the Section 8 Office. All rules, standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance offices. These documents include:
 - Washington County Housing Authority Personnel Policy
 - Washington County PHA Maintenance Policies and Procedures Manual (located in all Field Maintenance Offices)
 - PHA Housing Quality Standards
 - Washington County Housing Authority Labor Management Agreement
- Housing Authority Maintenance staff performs pest control. Annual and move-in/move-out pest control inspections are performed. Spraying and fumigating is performed every 4 months or as needed. Termite spraying is performed by a private contractor on a complaint basis. Recent extreme bedbug infestations at various developments have required the use of private pest controls companies when necessary.

Although no change to the organizational structure is projected, the Housing Authority is prepared to make changes that are cost effective and/or will strengthen the Asset Management model.

Following is a list of the programs administered by the Housing Authority:

- Federally Assisted Public Housing Program, Section 8 Housing Choice Voucher Program, a Section 8 Moderate Rehabilitation Program, a Section 8 Family Self-Sufficiency Program, Section 8 New Construction (Monongahela Manor). The Housing Authority manages property developed by an affiliate Non-Profit corporation.
- The Authority also provides administrative and management support to 4 project based developments: (John Lignelli Manor- Borough of New Eagle; Monongahela Manor - Borough of Monongahela; Burgettstown Senior Apartments - Borough of Burgettstown and Claysville Elderly Apartments – Borough of Claysville)

5. GRIEVANCE PROCEDURE

A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants

A. PUBLIC HOUSING PROGRAM

The Housing Authority has established policies and maintains procedures available to applicants, noncitizens and residents occupying public housing who disagree with a PHA decision. It is the policy of the PHA to ensure that all families have the benefit of all protections due to them under the law.

The Housing Authority provides 3 separate Grievance Procedures:

- An Informal Hearings for Public Housing Applicants
- Informal Hearings with Regard to Noncitizens.
- Grievance Procedures for Public Housing Residents.

When the Housing Authority makes a decision that has a negative impact on an applicant family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal hearing. The Housing Authority maintains policies explaining the conduct of the informal hearing. These Policies appear in Chapter 14 of the ACOP.

The Housing Authority has a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any PHA action or failure to act involving the lease or Authority policies which adversely affect their rights, duties, welfare, or status. The Housing Authority grievance procedure is incorporated into the lease.

The grievance procedure is applicable only to individual tenant issues relating to the Housing Authority. It is not applicable to disputes between tenants not involving the Authority. Class grievances are not subject to the grievance procedure and the

Formatted: Tab stops: Not at 1.13"

grievance procedure is not to be used as a forum for initiating or negotiating policy changes.

HOUSING CHOICE VOUCHER PROGRAM (Section 8)

When the Housing Authority makes a decision that has a negative impact on an applicant or a family receiving Section 8 assistance, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing. The policies dealing with the review procedure and the types of issues that can and cannot be brought for review are contained in Chapter 16 of the Admin Plan.

6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

Describe any public housing projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following:

The Housing Authority has not designated nor applied for designation at this time.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. COMMUNITY SERVICE AND SELF SUFFICIENCY

A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

Any programs relating to services and amenities provided or offered to assisted families

- In September 2003 the Housing Authority entered into a cooperative agreement with the Commonwealth's Welfare (TANF) Agency, to share information, target supportive services and assist with client referrals.
- When appropriate and requested, clients are referred by the Housing Authority to the TANF Agency at the time a housing application is received. Referrals from the TANF to the Authority (if requested by the family) usually take place at the time assistance is requested by the family from the TANF.
- The Housing Authority has and will continue to serve as an intake and referral agency for services provided by the TANF and other social service agencies.

Formatted: Tab stops: Not at 1"

Any policies or programs of the PHA for the enhancement of the economic and self sufficiency of assisted families, including programs under Section 3 and FSS

- To support resident self-sufficiency the Housing Authority provides unemployed family member with an earned income disallowance if he/she obtains employment (see of Admissions and Continued Occupancy Policy- Chapter 6 for full details).
The Supervisory Occupancy Specialist represents the Housing Authority on the Local Housing Options Team that assesses the capabilities and programs of local service providers and identifies gaps in social and human service resources. The team hopes to identify solutions to better address housing needs of older adults and persons with disabilities.
- The Housing Authority continues to submit all required Section 3 reports on a timely basis. All bid documents clearly indicate Section 3 responsibilities that must be met. In addition, at the pre-construction conference, hiring practices and resident employment are again reviewed and emphasized with all contractors and subcontractors.
- The Housing Authority operates a successful HCV Family Self-Sufficiency (FSS) program. Through this program the Housing Authority encourages families holding Section 8 vouchers to obtain employment that will lead to economic independence and self-sufficiency. The Housing Authority works with various local social agencies to develop a comprehensive program giving participating FSS family members the skills and experience to enable them to obtain employment that pays a living wage. The Authority currently (April 2011) has 12 families participating in the FSS program. Since its inception 12 families have successfully completed the program.

Formatted: Tab stops: Not at 1.54"

Formatted: Tab stops: Not at 1.54"

- Washington County Human Services Agencies has developed a publication dealing with social and human services available to County residents. The Washington County Resource Guide is made available to all public housing and HCV residents prior to move-in.
- The Housing Authority serves in an intake and referral capacity for most of the programs identified in the Guide. In some situations, residents are encouraged or feel more comfortable in dealing directly with the service provider.

Formatted: Tab stops: Not at 1.54"

The Housing Authority will continue to coordinate, promote and provide the following programs to enhance the economic and social self-sufficiency of residents:

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Aging Services: adult protective services, health insurance counseling, postal carrier alert, domiciliary care, family caregiver support, health promotion, legal services, respite care, senior employment, ombudsman, care management, home delivered meals, home support, personal care, attendant care, adult day care.	varies	specific criteria/need	PHA main office/development office/provider	both
Basic Subsistence Needs: cash assistance, medical assistance, energy assistance clothing, food, furniture, medical transportation.	varies	specific criteria/need	PHA main office/development office/provider	both
Disability Services: technology, employment training, life skills training, sheltered workshops, disability management, residential programs, social events, information, transportation, advocacy.	varies	specific criteria	PHA main office/development office/provider	both
Emergency Services: disaster, homelessness, housing, food, finances, shelter for victims of domestic violence	varies	specific criteria/need	PHA main office/development office/provider.	both
Independent Living Facilities: Apartments for elderly/disabled who meet HUD income guidelines, including PHA owned.	varies	specific criteria/need	PHA main office/development office/provider	both

Libraries: availability to tenants	varies	all	PHA main office/development office/provider	both
Medical Services: medical service providers and resources, medical information, evaluation, referrals, support groups.	varies	need	PHA main office/development office/provider	both
Mental Health/Mental Retardation Services: service providers and resources, housing resources, support groups.	varies	need	PHA main office/development office/provider	both
Transportation Services: air ambulance, medical, work related, elderly, handicapped transportation.	varies	need	PHA main office/development office/provider	both
Veterans Services: acute care, adult day care, mental health clinic, respite care, homeless chronically ill, domestic relations, Ex-POW, substance abuse treatment, disabled veterans, outreach, paralyzed veterans, financial assistance, support group, employment counseling, transportation.	varies	specific criteria	PHA main office/development office/provider	both
Volunteer Resources: senior volunteers, senior companionship, volunteer resources.	varies	all	PHA main office/development office/provider	both

**How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare requirements.
(Applies to public housing only)**

Section 12 (c) of the U.S. Housing Act, enacted as Section 512 of the Quality Housing and Work Responsibility Act of 1998 contains a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month.

In November 2009 HUD issued Notice PIH-2009-48. This notice restated existing policy and provided guidance related to the administration of the Community Service and Self-Sufficiency Requirement. The Housing Authority's Community Service and Self-Sufficiency Policy comply with the advice provided in Notice 2009-48. A copy of the Community Service and Self-Sufficiency Policy appears as an Attachment to this Plan-Attachment E.

The Housing Authority has and will continue to complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting changes to the public housing rent determination policies and train staff to carry out those policies
- Supporting public housing resident self-sufficiency by providing unemployed family member with an earned income disallowance if he/she obtains employment (see of Admissions and Continued Occupancy Policy-Chapter 6 for full details).
- Informing residents and providing an opportunity to comment on new policies on admission and reexamination
- Establishing a cooperative agreement with the appropriate TANF agency regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with the TANF agency

8. SAFETY AND CRIME PREVENTION

For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

In 2002 the Public Housing Drug Elimination Program (PHDEP) was terminated. This program provided federal funding to Housing Authorities for drug elimination programming. Since that time the Housing Authority has continued to fund, through the Capital Fund Program, many of the core activities developed under the PHDEP

A description of the need for measures to ensure the safety of public housing residents

- Although varying significantly by development, there is an ongoing need to reduce crime (both in developments and in surrounding areas) and increase resident safety and security.
- Observed lower-level crime, vandalism and/or graffiti aimed at vacant units (Maintenance staff note a correlation between reduced graffiti/vandalism and reduced occupancy), are indications of needs that must be addressed.
- Information obtained from HUD's Resident Services and Satisfaction Survey (when implemented by HUD) is used to assess resident's perception of safety and security concerns.
- An ongoing analysis of crime statistics for crimes committed "in and around" public housing developments has been instrumental in determining the need to improve resident safety.
- The Authority receives and reviews Police Incident Reports from the Borough of Donora and the City of Washington. In addition the Authority receives PA Constable Service Reports on incidents in the City of Washington and Canonsburg. Crime and/or incident reports from other communities are requested as necessary.
- Resident and maintenance staff reports as well as police reports are used to determine/access safety and security measures that should be and have been addressed.
- News media are at times called to events/disturbances taking place at or near Housing Authority property.

A description of any crime prevention activities conducted or to be conducted by the PHA

- Capital fund expenditures have and will continue to emphasize crime prevention through environmental design. In prior years improvements designed to prevent crime were initiated and completed using both PHDEP and Capital funding. These improvements included increased illumination, selected reduction of trees and shrubbery; improved door locks and increased security at each development's

Manager's Office, upgrades to the entrance security card system in the elderly developments, more and improved cameras and recorders and others. The maintenance and upkeep of these improvements will continue as a priority into the foreseeable future. As opportunities develop design techniques aimed at crime reduction/prevention will be incorporated into future Capital Fund projects.

- The Authority will continue to work with residents to increase awareness by encouraging residents to be more alert to potential security problems such as open doors and unsecured valuables. "Courtesy Patrols", made-up of development residents have been very successful in the elderly developments and will continue to be encouraged.
- If any tenant in any way feels threatened or believe their safety is in question, both the Housing Authority and local police strongly recommend residents immediately call 911.
- The Housing Authority has and will continue its commitment to crime prevention and resident safety through the installation of security cameras and upgraded digital recorders. Although resident vigilance is paramount to building safety, the Authority is continuing its program of video surveillance. Based on the availability of funds the Authority anticipates undertaking the following improvements during the 2011 Plan Year.

1. Lincoln Terrace- additional cameras (first priority)
2. Nathan Goff- additional cameras
3. Valley View Terrace- cameras
4. Bentley Towers- cameras
5. Maple Terrace- additional cameras

(This list is subject to change based on situations and incidents that develop/change over time)

The Housing Authority is working with the City of Washington Police Department to interface the Housing Authority security cameras with the City's security camera system. This will allow for quicker incident response and a greater/more full-time monitoring program.

- The upgraded security card access system at 7 elderly developments continues to be improved as funding and technology permit. Recently upgrades were made to the system at California Manor.
- In its continuing efforts to increase security the Authority will continue the following:
 - One Strike and You Are Out Policy –Zero Tolerance.
 - Strict enforcement of NO TRESPASS NOTICE (on all Authority properties)
- Improving resident safety in and around parking areas by preventing unauthorized parking in Housing Authority parking lots and increasing resident satisfaction are areas of continuous effort. Recent and ongoing efforts to deal with these issues include:

Formatted: Tab stops: Not at 0.75"

1. AMP Managers issue parking permits to allow for “Resident Only” authorized parking in parking lots owned by the Housing Authority.
 2. In Bentley Tower parking space is limited. The Housing Authority has designated handicapped parking spaces for specific individuals. In addition, in cooperation with the Washington County Redevelopment, the Housing Authority is exploring the purchase of additional property(s) to expand existing parking areas.
 3. In an effort to control parking in Lincoln Terrace, the Authority is working with the City of Washington to establish on-street permit parking. The City has specific criteria that must be met prior to initiating this allotted parking system.
- Interaction with tenants where credibility/confidentiality is established and submission of “Silent Complaint Forms” increases.

A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities

- The Authority will continue to receive and analyze crime data (reports) from the various police departments.
- The Housing Authority will continue to accommodate and assist local police with maintaining a physical presence on Housing Authority property. Police substations have been established in 4 public housing developments. They are: Highland Terrace (Donora), Lincoln Terrace/Highland Ave Apartments (City of Washington), Maple Terrace (City of Washington) and Valley View Terrace (Canonsburg).
- Although most meetings are informal and incident related, local police and housing management staff will continue to meet as needed. Meetings between police and residents are by request.
- Local police regularly testify in and otherwise support eviction cases.
- The City of Washington Police Department has designated a coordinator to work with the Housing Authority. This designation has helped with the flow of information including incident reports from the Police Department and has provided the Housing Authority with an immediate contact in dealing with issues in which the police are involved.
- Agreements between the Housing Authority and local governments to provide above baseline law enforcement services for family and elderly developments are ongoing. Formal agreements with local law enforcement agencies have been established in the Boroughs of Donora (Jan.1993) and Canonsburg (Sept.1995). Projected funding allows for above baseline funding only in Donora during the 2011 Plan Year.
- The Authority continues to experience considerable success using the safety and security services provided by the Pennsylvania Constable Service. Based on the

availability of funds, the use of constable patrols in the Housing Authority's developments in Canonsburg and the City of Washington will again be considered.

9. PETS

A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

The Washington County Housing Authority has adopted a Pet Policy that reflects both the desire of the tenant families for the companionship and enjoyment that pet ownership brings and the concerns of the Authority to assure that pets are maintained in a fashion that will not be detrimental to the safety and security of the general housing community. The Pet Policy was written with the above goals in mind yet within the guidelines of the requirements of the Quality Housing and Work Responsibility Act and implementing regulations.

The Pet Policy sets specific standards for the types and numbers of pets that may be permitted in each unit. Tenant families must notify and register with the PHA, giving particular information about the pet they intend to keep in their unit, and must receive permission from the Authority to do so. A fee and deposit is required to cover any damage that may occur. The Authority requires residents keep current an insurance policy to cover personal injury or property damage.

The Policy contains general requirements concerning license, age, size, and Veterinary certifications. There are also specific requirements regarding the owner's control and handling of the pets. There are also standards for keeping birds and fish, as well as a list of animals and breeds that are prohibited.

The Pet Policy allows residents to keep assistance animals. Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions.

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the Housing Authority's Pet Policy. The Housing Authority will not require a security deposit, insurance or collect other fees for an assistance animal. The breed, size and type of assistance animal will not be restricted. An assistance animal does not require any formal training or certification. Assistance animals include emotional support animals.

Pet ownership is considered an important responsibility and owners must provide proper care including nutrition, exercise, and medical attention. The PHA management and maintenance personnel will monitor the Pet Policy through observation and tenant complaints, and corrective action will be enforced as needed.

10. CIVIL RIGHTS CERTIFICATIONS

A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The Housing Authority's Public Housing Admissions and Continued Occupancy Policy and the Section 8 – Housing Choice Voucher Administrative Plan are reviewed annually to assure they comply with current Fair Housing Act requirements and with regulations to affirmatively further fair housing. Additionally, the Housing Authority has carried out implementation of its PHA Plan in conformity with the nondiscrimination requirements in federal civil rights laws, including Title VI of the Civil Rights Act of 1964 and the Fair Housing Act.

In conformance with, and as an indication of the Housing Authority's actions in addressing non-discrimination issues is activities related to accessible housing. Over the past 7 years the Housing Authority has significantly increased the number and bedroom distribution of accessible units available to those with mobility impairments in all public housing developments. Further, policy commitments have been made related to providing a reasonable accommodation to persons with mobility impairments. In addition, in both the public housing and Section 8 programs the Housing Authority has adopted optional policies not to discriminate on the basis of sexual orientation.

More recently with the implementation of the Violence Against Women Act the Housing Authority, has taken positive steps to assure that the protections of the Act are known to current residents as well as applicants.

The following nondiscrimination policy statement has been adopted:

The Housing Authority will not use race, color, sex, religion, familial status, age, disability, national origin or sexual orientation to:

- Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the housing programs administered by the Housing Authority
- Provide housing that is different from that provided to others
- Subject anyone to segregation or disparate treatment
- Restrict anyone's access to any benefit enjoyed by others in connection with the housing programs
- Treat a person differently in determining eligibility or other requirements for admission
- Steer an applicant or tenant toward or away from a particular area based on any of the above factors

- Deny anyone access to the same level of services
- Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing programs
- Discriminate in the provision of residential real estate transactions
- Discriminate against someone because they are related to or associated with a member of a protected class
- Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons who are members of a protected class

The coordination of the Housing Authority's fair housing and nondiscrimination efforts with Washington County is done on various levels including the Five-Year Strategic Plan. Annually, representatives from the Housing Authority meet with County staff involved in the preparation of the County's proposed Annual Action Plans. These meetings cover a wide spectrum of activities including funding and policy issues. If/when necessary, adjustments are made to Housing Authority policies to reflect changes in County initiatives.

Washington County provides the Housing Authority with a written Certification indicating the Annual and Five-Year Plans of the Housing Authority are consistent with Washington County's Five-Year Strategic Plan and Annual Action Plan.

The required Civil Rights Certifications and Washington County's Certification of Consistency with the Consolidated Plan are part of this Plan.

11. FISCAL YEAR AUDIT

The results of the most recent fiscal year audit for the PHA

The most recent Housing Authority fiscal audit is for the period ending September 30, 2010 was completed in May 2011. No findings were identified. The audit report will be submitted to HUD in late June 2011.

12. ASSET MANAGEMENT

A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

- The Housing Authority will manage their properties according to the provisions of 24 CFR 990.255. This requires the Authority to establish a management model consistent with the management norms in the private multi-family management industry. Asset management changes the way Housing Authorities are funded (from an entity wide basis to project level funding). As such the Authority has adopted the full range of required asset management policies including the identification and grouping of projects into Identified Projects for Asset Management (AMPs) and establishment of a new financial system to implement project base budgeting and accounting. In addition, a process has recently been established allowing for greater involvement in identifying, prioritizing and designing capital fund improvements at the AMP level. The Housing Authority has met all asset management requirements contained in current PIH Notices and related guides and is fully compliant in all aspects of asset management.
- The manner and form in which HUD will review Asset Management operations throughout the country has changed. HUD will make fewer direct field reviews.
- The Housing Authority's implementation a new accounting and budgeting software/system allowing for more detailed reporting and budget accountability at the project level has been delayed. Preliminary training determined the software to be "not cost effective and "user unfriendly". The Housing Authority will examine the systems used by similar agencies in an effort to secure a system that meets staff and program needs.
- A list of the identified Asset Management Projects is included as an Attachment to this Plan – Attachment F.

a. Coordination with Washington County and Consolidated Plan support for Public Housing Operations

- The County, through the Redevelopment Authority's Community Development Federal Block Grant (CDBG) , has a history of financially supporting Housing Authority activities including establishing Head Start Programs at Valley View Terrace, Maple Terrace, and Highland Terrace, parking lot rehabilitation and elevator renewal at Monongahela Manor, air conditioning at Bassettown Manor, curb and sidewalk replacement at Lincoln Terrace, drainage/retaining wall reconstruction at Valley View Terrace, HVAC improvements at Monongahela Manor, siding replacement at California Terrace and numerous others. This funding commitment has positively affected the quality of life of the low-income residents residing in the affected public housing developments. The County's commitment, through the Block Grant Program, to improve low-income housing managed by the Housing Authority has had and will continue to have a positive impact on assisted families.

- In addition to the above, in 2009 the County committed Community Development Recovery Assistance provided through the American Recovery and Reinvestment Act of 2009 for the expansion of the current Head Start Center (building C-8) in Highland Terrace (Donora), by approximately 1,200 sq. ft. to accommodate an extension of the services provided by Head Start. This work is projected to be completed in late 2011.
- Discussions are currently underway with the County to provide 2011-2012 CDBG funding assistance for the expansion/construction of additional parking for the elderly/disabled residents at Bentley Tower (Bentleyville). The initial concept calls for the Housing Authority to purchase the property (s) and the County, through the CDGG program, to pay for site preparation and parking lot construction.
- In March 2010 Washington County prepared a FY 2010-2014 Five-Year Strategic Plan and a FY 2010 Annual Action Plan. These Plans, part of the Consolidated Plan process, are required by HUD as part of the Community Development Block Grant (and other programs) application process. In the Five-Year Strategic Plan the County has taken extensive efforts to determine and evaluate the housing needs of residents of Washington County and established a series of priorities, goals and objectives to meet those needs. In an effort to better coordinate information, the Housing Authority has incorporated relevant portions of the housing needs analysis into this Annual Plan. The County's priorities etc. to meet these needs are also provided.

b. Vacancy Reduction

Public housing vacancy reduction continues to hold a high priority with the Housing Authority. Despite an older housing stock the Housing Authority has taken steps to reverse many years of above average vacancy rates by embarking on a multi-phase program aimed at reducing the vacancy rate to 3% to 5%. With a resulting occupancy rate of 95% to 97% the Housing Authority will be within HUD recommended guidelines.

Following are the various vacancy reduction approaches that have been, currently are or will be implemented:

As of June 2011, 5% of all public housing units are vacant. This represents a significant reduction of 10% in the overall vacancy rate from the same period in 2010 (15.3%). The vacancy rate in April 2009 was 16.7%.

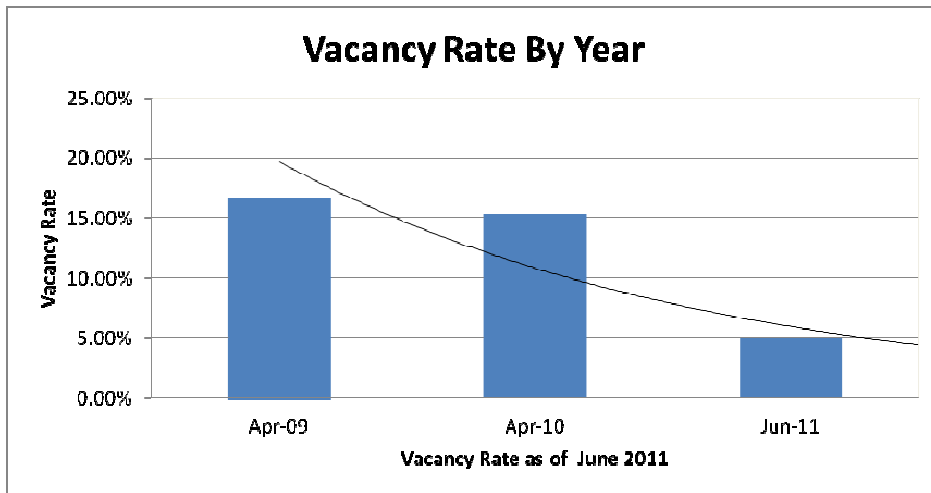
Toward reducing the number of vacant units the Housing Authority will continue initiatives implemented in 2010:

- The Housing Authority has included a Vacancy Reduction line item in its Annual and Five-Year Capital Fund budgets.
- A major deterrent to quickly turning over a unit after it becomes vacant and making it ready/acceptable for a new tenant is the extended time necessary to clean, paint, repair and generally refurbish the unit. To speed-up this turnaround process the Housing Authority will continue to commit funds to hire painting and cleaning

contractors to perform much of the work. Housing Authority maintenance staff, continue to undertake all repairs to mechanicals (appliances, electrical, plumbing, and HVAC) within each unit. The use of outside contractors continues to have a positive impact on the turnaround time and occupancy rates. The use of private contractors, for both minor and major rehabilitation efforts, will continue into 2012.

- In terms of major rehabilitation of existing vacant units the Housing Authority plans to improve a number of units to make them more attractive and marketable.
 - Phase I(using Capital Funds received in 2009): Rehabilitation of a total of 14 units at Highland Terrace (9), Fayette St. Scattered Sites in Donora (2) and Jollick Manor (3).
 - Phase II: During the 2010-2011 period Capital Funds will be expended in Bentley Tower (kitchen upgrade) and Maple Terrace (floor reconstruction). Based on the availability of 2010 or 2011 funding, improvements at Maple Terrace View (modernize 3 units), Valley View Terrace (rehabilitate 2 units) and California Manor (new heating equipment and hand rails) will be considered.
 - Phase III: During the 2011-2012 Plan Years the Housing Authority is planning to rehabilitate and modernization building B-3(6 units) in Frederick Terrace (East Bethlehem Twp.). Despite many years of 50%+ vacancy rates, a family waiting list has developed at Frederick Terrace. (Recent influx of jobs associated with the gas drilling industry). Similarly, based on the availability of funding, the rehabilitation of building C-2 will be considered for modernization.
- Similar to Frederick Terrace, Bentley Tower is seeing a significant increase in elderly/disabled applicants. As of April 2011 98% of all Bentley Tower units are occupied. In March 2010 HUD approved the temporary use of 7 one-bedroom units at Bentley Tower for special purpose uses. With the increase in applications and the development of a waiting list, 6 of the 7 special purpose units are being used as housing units. Using housing units for special purposes at Bentley Tower will be discontinued in the short term.
- Discussed in the 2009 and 2010 PHA Plans was the need to convert larger units for which there are little demand to high demand one-bedroom units (over 80% of those on the current public housing waiting list are interested in one-bedroom units). During the 504 conversions at Jollick Manor 2 new (non-UFAS) one-bedroom units were created. During the 2011 Plan Year similar conversions of larger units to small more marketable one-bedroom units is planned for Valley View Terrace. As opportunities develop and funds are available, the Housing Authority will continue this conversion approach to create more one-bedroom units.

As opportunities are presented in these and other developments that will result in reducing the number of vacant units, the Housing Authority intends to respond in a manner that is sensitive to current residents but aimed at reducing the overall number of vacant units.



c. Section 504 Accessibility Improvements

For the past 7 years the Housing Authority has been involved in the process of creating (converting existing units) units to meet federal accessibility requirements. The objective of this effort is to ensure that at least 5% of all public housing units within each development are accessible to persons with mobility impairments.

Following are the scheduled 504 improvements for the Plan Years 2009, 2010 and 2011:

2009: Valley View Terrace, 3 existing units converted to one large-family accessible unit.

2010: Highland Terrace, create one large-family accessible unit. At California Terrace combine existing units to create one large-family accessible unit.

2011: Jollick Manor, convert existing units to 2 large family accessible units.

Some slippage of the schedule may be necessary to accommodate funding for vacancy reduction and a projected overall reduction in the level of federal funding.

All accessibility improvements are part of a HUD approved 504 Implementation Plan.

13. VIOLENCE AGAINST WOMEN ACT (VAWA)

A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Violence Against Women Act Initiatives

The Violence Against Women Act (VAWA) of 2005 (P.L. 109-162) supported by HUD Notice PIH 2006-23 require Housing Authorities to include in their 5-Year Plans “ a statement of the goals, objectives, policies, or programs that will enable the housing authority to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking”.

Further, HUD Federal Register Notice dated March 16, 2007 (Docket No. FR 5056-N-01) requires PHA to include in their Annual Plans: (1) Any activities, services, or programs provided or offered by any agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; (2) Any activities, services, or programs provided or offered that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing; and (3) any activities, services, or programs provided or offered to prevent domestic violence, dating violence, sexual assault, or stalking, or to enhance victim safety in assisted families.

Federal laws and Housing Authority Policy require that all applicants and participants in the Public Housing and Housing Choice Voucher Programs are treated equally and are provided the same quality of service, regardless of family characteristics and background. Housing Authority policy prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, marital status, sexual orientation and disability. The Housing Authority complies fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including those that relate to the Violence Against Women Reauthorization Act of 2005 (VAWA)

Toward meeting these requirements the Washington County Housing Authority has taken the following policy actions:

- The Section 8 Housing Choice Voucher Administrative Plan (HCV) has been amended to include language supporting the VAWA.
- The Public Housing Admission and Continued Occupancy Policy has been updated and revised to include language supporting the VAWA.

These policy changes assure the following:

1. The Housing Authority will not deny admission to any applicant on the basis the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for admission or housing assistance.
2. Public Housing and Section 8 applicants and residents who are victims of domestic violence will receive intake and referral services to the Washington Women's Shelter or other social agencies equipped to deal with short term housing needs.
3. The Housing Authority through the Section 8 HCV program will provide an admission preference to victims of domestic violence.
4. The Housing Authority will consider as high priority a transfer request to another unit by a public housing family member who is the actual or potential victim of a criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking.
5. The Housing Authority will continue to use a Section 8 Housing Assistance Payments (HAP) Contract (agreement between HUD, the owner and Section 8 tenant) that adds protections to victims of domestic violence.
6. Families may move to another jurisdiction if they hold a Section 8 housing voucher after leaving a unit in violation of the lease if the family moved to protect the safety of a domestic violence victim.
7. A household cannot be evicted from assisted housing for acts of domestic violence of which a member of the household is the victim. Even if the acts of domestic violence were committed by the household member's guest, another member of the household or other persons under the tenant's control. The Housing Authority has retained the right to terminate the tenancy of any tenant if it can demonstrate an actual and imminent threat to other tenants. The Housing Authority may evict only the wrongdoer and not the entire family in cases of domestic violence.
8. At the request of a tenant or owner (Section 8), the Housing Authority will provide form HUD-50066 Certification of Domestic Violence, Dating Violence or Stalking. On the form the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse. These forms must be signed and submitted within 14 business days of their request unless an extension is requested and granted and are necessary in determining whether the protections afforded to such individuals under VAWA are applicable. On the certification form, the individual must provide the name of the perpetrator. (Tenants are reminded that the provisions of sections 606 and 607 of the VAWA will not pertain if the 14 business day requirement is not met).
9. In responding to incidents of actual or threatened domestic violence, dating violence, or stalking, if the Housing Authority has reason to suspect that the notice

might place a victim of domestic violence at risk, it will attempt to deliver the notice by hand directly to the victim. The Housing Authority will use the same caution if it decides to deliver VAWA information to a victim at any other time following an incident of domestic violence.

10. As a further accommodation, in lieu of the HUD-50066 certification form, the Housing Authority will also accept the following forms of documentation:

A police or court record documenting the actual or threatened abuse signed by a person who has assisted the victim in addressing domestic violence, dating violence, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical or other knowledgeable professional. The person signing the documentation must attest under penalty of perjury

Notwithstanding its title (VAWA), all Housing Authority policies in this area are gender neutral, and its protections are available to males who are victims of domestic violence, dating violence or stalking as well as female victims of such violence.

The Housing Authority has provided each public housing development household and all Section 8 HCV owners and tenants with a brochure explaining the Violence Against Women Act (VAWA) of 2005 and the protections offered assisted housing residents. Residents are again be notified at the time of reexamination.

7.0 PHA PLAN UPDATE

HOPE VI, MIXED FINANCING MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT BASED VOUCHERS

a. HOPE VI OR MIXED FINANCING MODERNIZATION OR DEVELOPMENT

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

1. A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development

- In recent years with the lack of funding or when available the limitation imposed on that funding, the Washington County Housing Authority has not been in a position to apply for HOPE VI, nor modernization or development assistance.

As with most Housing Authorities, Washington County could effectively use large amounts of specialized funding to undertake major renewal and modernization.

Although the Authority has no specific plans to apply for HOPE VI assistance, if funding becomes available and Washington County is eligible to apply, the decision to submit an application will be evaluated at the time.

- Mixed-Finance public housing allows for the development or modernization of mix public, private, and non-profit funds to develop and operate housing developments generally with a wide range of incomes. As with HOPE VI, the Housing Authority would consider mixed financing opportunities based on the availability of favorable financing and the Housing Authority's eligibility to apply.

2. A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process.

- No specific dates have been established or discussed concerning the submission of applications or proposals.

Formatted: Tab stops: Not at 2"

b. DEMOLITION AND/OR DISPOSITION

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and

- In April 2010 the Housing Authority submitted an application to HUD to demolish 6 vacant housing units at Frederick Terrace. Although the request was approved, demolition will not be undertaken until an adequate funding source is identified and obtained.
- With the establishment of a waiting list for the first time in many years, the Housing Authority has decided not to proceed with the demolition or disposition/conversion activities of buildings B-3 and C-2 in Frederick Terrace. The possibility of submitting a demolition application or proceeding with some type of disposition application on these building was discussed in the 2010 Annual Plan. The Housing Authority will attempt to secure financing for necessary rehabilitation/modernization of these buildings.
- During the 2011 Plan Year the Housing Authority will evaluate and take action, as necessary, on the requests of residents, police, constables, and social service agencies and others for the disposition/conversion (reconfiguration) of unoccupied housing units to non-dwelling purposes.
- The Housing Authority is reserving its option to demolish unspecified units at any location under the de minimus exception for demolition provided by the QHWA.

Formatted: Tab stops: Not at 2"

Demolition/Disposition Activity Description
1a. Development name: Frederick Terrace 1b. Development (project) number: PA017000004
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>April 2010</u>
5. Number of units affected: 6 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (Buildings A-3) <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

c. CONVERSION OF PUBLIC HOUSING

With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

1. A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert;

- The Housing Authority does not have a development or portion of a development identified by HUD or the Housing Authority requiring conversion to tenant based housing.

2. An analysis of the projects or buildings required to be converted; and

3. A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion.

4. Voluntary Conversion Initial Assessments

- 24 CFR Part 972.200 Subpart B and HUD regulations required Housing Authorities to undertake a Required Initial Assessment of all family developments to determine if conversion is appropriate. Para.(e) requires a Certification associated with the Initial Assessment be included in the PHA Plan following completion of the Assessment. The Washington County Housing Authority Certification was completed in September 2001 and appeared in the 2003 PHA Plan. The Required Initial Assessment examined 11 Housing Authority (covered) developments, and found that conversion to Tenant Based Assistance would not be cost effective and was therefore considered inappropriate at the time.
- HUD Regulations implementing Section 33 of the 1937 Housing Act are contained in 24 CFR Part 972. These regulations require Housing Authorities to develop Conversion Plans and convert generally occupancy public housing developments to tenant based assistance (Section 8) if specific criteria is evident. These standards are enumerated at 24CFR Part 972.124. The required conversion is directed at family public housing developments with 250 or more units (contiguous projects count as a single development). Other criteria including specified vacancy rates over defined periods must also be evident. Following a review of all general occupancy public housing developments the Housing Authority has determined NO development(s) meet the current threshold requirement for required conversion

Formatted: Tab stops: Not at 1.33"

d. HOMEOWNERSHIP

A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

Public Housing:

- The Housing Authority does not plan to develop nor administer a public housing homeownership program.

Section 8 Tenant Based Homeownership:

- The Housing Choice Voucher (HCV) Homeownership Policy was rewritten and amended in June 2007 and is included in the Section 8 Housing Choice Voucher Administrative Plan (Chapter 15). The Homeownership Policy meets HUD requirements as defined in 24 CFR Parts 5, 903 and 982.

Based on the availability of additional Section 8 funding and resident demand, the Housing Authority is prepared to initiate, on a trial basis, a HCV Homeownership Program specifically designated to serve low-income households with a disabled family member(s). The Housing Authority intends to use the homeownership option as a mechanism to provide a reasonable accommodation to eligible families.

- The Housing Authority's Housing Choice Voucher Homeownership Capacity Statement appears as part of the Homeownership Policy.
- The Housing Authority has established an initial limit of up to 5 units in this program.
- The Washington County Housing Authority's Homeownership Policy appears as an attachment to this Plan – Attachment I.

Formatted: Tab stops: Not at 1.5"

e. PROJECT-BASED VOUCHERS

If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

The Housing Authority provides project-based assistance to four Washington County Developments: John Lignelli Manor located in the Borough of New Eagle, Monongahela Manor located in the Borough of Monongahela, Burgettstown Senior Apartments located in the Borough of Burgettstown and Claysville Senior Apartments located in the Borough of Claysville. John Lignelli Manor consists of 42 one-bedroom elderly units, 33 of these units are project based. Monongahela Manor consists of 72 one-bedroom elderly units; Burgettstown Senior Apartments consists of 24 one-bedroom units, 22 units are project based and Claysville Senior Apartments consists of 23 one-bedroom units all of which are project based.

In October 2009 residents of Monongahela Manor were advised that the federal government had renewed the Section 8 project-based contract for a 20 year period.

The Housing Authority has developed a written set of policies and procedures applicable to the administration of the project-based program. These appear as Chapter 17 of the Washington County Housing Authority Section 8 Housing Choice Voucher Administrative Plan. These policies deal with the general requirements of the program, criteria that owners must provide, overall dwelling unit requirements, how new and rehabilitated units are handled as part of the program, HAP contract, selection of tenants, rules concerning occupancy and how rents to owners are calculated. The policy has been modeled after the federal requirements appearing at 24 CFR Part 983. These policy and procedures, as well as applicable deconcentration requirements (used in the site selection process) will be followed in implementing all phases of any project-based activity.

Project-based Section 8 has proven to be an effective tool in assisting low income families. The project based program is viewed by the Housing Authority as a method to meet the housing needs of those persons currently on the Section 8 waiting list as well as those low-income families not served by the Housing Choice Voucher Program. The Housing Authority will continue to explore with the Redevelopment Authority and other housing providers Section 8 housing opportunities, including project-based assistance, at other locations where assisted housing is needed.

Although the Housing Authority has no specific plan to project base additional units during the 2011 Plan Year, the Housing Authority is pursuing, through its affiliate Non-profit corporation, the purchase of vacant property in the western section of the City of Washington. If this property is purchased, the Housing Authority will pursue senior housing development and would consider various subsidy options including the use of project-based assistance.

In addition, if the opportunity and additional units become available, the Housing Authority will reserve its options to use project based in other underserved areas of the County.

8.0 CAPITAL IMPROVEMENTS

This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD-50075.1)

PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes: (a) To submit the initial budget for a new grant or CFFP; (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times: 1. At the end of the program year; until the program is completed or all funds are expended; 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and 3. Upon completion or termination of the activities funded in a specific capital fund program year.

- The Housing Authority believes the long term physical and social viability of the public housing developments managed and administered by the Housing Authority can be maintained through continued federal funding and the Authority's implementation of the capital improvements identified in the Annual Statement, the P&E Reports and the Five-Year Action Plan.
- Capital Fund Program Annual Statement for the fiscal beginning 10/01/2011 and the Performance and Evaluation Reports for the period ending March 2011 are attached.
- In February 2009 HUD advised the Housing Authority of its eligibility to receive \$1,570,259 (formula share) in recovery funding provided by the American Recovery and Reinvestment Act of 2009. All Recovery funds were successfully obligated by February 2010. As of June 1, 2011 98% of all funds have been expended. Following is a list of the developments and activities funded with financial assistance provided through the American Recovery and Reinvestment Act of 2009:

AMP	Development	Activity
17-200	Jollick Manor	Replace siding, re-point brick, new porch roofs
	Crumrine Towers	Replace make-up air unit
	Basettown Manor	Replace membrane roof
17-300	Bentley Towers	Replace elevator controls, traction machines and cables, remodel elevator cabs, replace bldg. fire alarm system (phase II)
17-400	Frederick Terrace	Replace roofs, gutters, soffit, downspouts and trim
17-500	Donora Scat. Sites	Install new storm management system, replace floors (McKean Ave), replace Arch finishes and mechanicals
	Nathan Goff Apts.	Replace/refurbish stucco and replace exterior doors
	Monongahela Townhouses	Replace roofs, gutters, soffit, fascia, downspouts and trim

8.2 Capital Fund Program Five-Year Action Plan (form HUD-50075.2)

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

The Capital Fund Program Five-Year Action Plan is attached.

8.3 Capital Fund Financing Program (CFFP)

Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

The Housing Authority does not have a CFFP

9.0 HOUSING NEEDS

Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs.

(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

In March 2010 Washington County produced a FY 2010-2014 Five-Year Strategic Plan and a FY 2010 Annual Action Plan. These Plans, part of the Consolidated Plan process, are required by the U.S. Department of Housing and Urban Development as part of the Community Development Block Grant (and other programs) application process.

In the 2010-2014 Five-Year Strategic Plan the County undertook extensive efforts to identify and evaluate the housing needs of residents (various populations) in Washington County and established a series of priorities, goals and objectives to meet those needs. In an effort to better coordinate information and services the Housing Authority has incorporated relevant portions of the housing needs analysis into this Annual Plan and has provided the County's priorities, goals and objectives.

The following Housing Needs information and charts have been extracted from the Washington County Five-Year Strategic Plan and relate to families that potentially could be served by the Housing Authority. **Also**, provided below is Waiting List information on families who have applied for public housing and Section 8 assistance and are at some point in the application/screening/admission process.

The data contained in the following charts is based on 2000 census information. 2010 census data necessary to update this information has yet to be developed (April 2010). The 2000 population of Washington County was 202,897. The 2010 population is 207,820. With a small increase in population (2.4% above the 2000 census), no major change in Washington County population characteristics and until such time as updated data is available, estimating 2010 housing needs by imposing the percentage of population increase onto 2000 housing data is reasonable.

The eligibility and occupancy of public housing and the receipt of Section 8 housing choice voucher assistance is primarily income based and is directed toward extremely low, very low and low-income families including the disabled and elderly.

The following table reports on households with any housing problem for renters and owners. As defined by CHAS Data 2000, any housing problem includes 1) cost burden greater than 30% of income, and/or 2) overcrowding, and/or 3) without complete kitchen or plumbing facilities. The table also identifies cost burdened households. Cost burden is distinguished by households paying from 30% to 50% of their income on housing and households paying more than 50%. Households paying more than 50% are classified as severe cost burdened.

Households with Housing Problems by Household Income, 2000									
Income Category of Household	Total	Any Housing Problem		Cost Burden				Other Housing Problems ¹	
				More than 30%		More than 50% (Severe)			
		Total	%	Total	%	Total	%	Total	%
Renter Households									
Extremely Low (Less than \$200)	5,088	5,515	70.2%	2,466	34.8%	2,269	44.6%	71	2.0%
Very Low (\$200 to \$399)	3,725	1,541	41.2%	1,118	43.0%	345	21.1%	133	7.2%
Low (\$400 to \$699)	3,629	525	14.3%	427	11.6%	12	0.3%	22	2.6%
Median to High ²	5,999	267	4.6%	50	1.8%	6	0.1%	155	75.0%
Total Renters	18,549	8,117	43.8%	5,713	30.8%	3,632	19.6%	481	7.5%
Owner Households									
Extremely Low (Less than \$200)	4,147	2,134	78.0%	2,082	84.0%	1,283	45.5%	41	1.9%
Very Low (\$200 to \$399)	5,896	2,236	38.0%	2,154	37.0%	135	14.5%	35	0.7%
Low (\$400 to \$699)	11,491	2,712	23.6%	2,646	23.0%	712	5.3%	50	5.0%
Median to High ²	42,534	3,215	8.0%	569	1.2%	42	1.2%	447	10.0%
Total Owners	62,570	11,297	18.1%	10,671	16.9%	3,542	5.3%	574	6.1%
All Households									
Total All Households	81,119	17,441	21.5%	16,305	20.1%	7,174	8.8%	1,055	6.5%

Source: 2000 HUD Comprehensive Housing Needs Study report.

¹ Other housing problems include: Cost burdened (more than 30 percent of income), undercrowding, and/or without complete kitchen or plumbing.

² Other housing problems include: undercrowding, and/or without complete kitchen or plumbing.

As shown in the table above, CHAS Data 2000 reports 81,119 households in Washington County with 18,549 (22.9%) renters and 62,570 (77.1%) owners.

Notably:

- 17,441 households (21.5%) have housing problems.
- 6,177 renter households (33.3%) have a housing problem. Renters comprise 35.4% of the 17,441 households with a housing problem.
- Of the 18,549 renter households, 12,790 (69%) have incomes classified as low, very low, or extremely low. Of the 6,177 renter households with a housing problem, 5,966 (96.6%) have incomes at or below 80% of MFI.
- 11,263 owner households (18%) have a housing problem. Owners comprise 64.6% of the 17,441 households with a housing problem.
- Of the 62,570 owner households, 21,908 (35%) have incomes classified as low, very low, or extremely low. Of the 11,263 owner households with a housing problem, 7,892 (70.1%) are low income.

The table above also provides information regarding cost burden by income category. According to the table, there are 16,305 (20.1%) households that pay 30% or more of their income for housing. Of the cost burdened households, 6,571 (8.1%) pay more than 50% of their income for housing.

Notably:

- 5,713 (30.8%) of the 18,549 renter households are cost burdened. Renters make up 35% of the 16,305 cost burdened homes.
- 10,574 (16.9%) of the 62,570 owner households are cost burdened. Owners make up 64.9% of the 16,305 cost burdened homes.
- In total, Washington County has 9,233 extremely low-income households.

- Of these, 6,381 (69.1%) are cost burdened. 4,155 (45%) of 9,233 pay 50% or more of their income for housing costs.
- In total, the County has 10,075 very low-income households. Of these, 3,862 (38.3%) are cost burdened. 1,281 (33.2%) of the 3,862 pay 50% or more of their income for housing costs.
- In total, Washington County has 15,390 low-income households. Of these, 3,052 (19.8%) are cost burdened. 724 (23.7%) of the 3,052 pay 50% or more of their income for housing costs.
- Finally, the County has 46,421 households with income above 80% of the MFI. Of these, 2,980 (6.4%) are cost burdened. 413 (13.9%) of the 2,980 pay 50% or more of their income for housing costs.

Estimated Housing Needs of Elderly, Households, Small Households, Large Households and All Other Households

This section considers housing needs based on type of households. For the purpose of this section, elderly households are one- or two-person households, either person 62 years old or older. Small households consist of two to four persons. Large households have 5 or more persons. All other households are those that do not fall into one of the three previous categories.

The following table shows the 18,549 renter households reported in Washington County by CHAS Data 2000. The households are distinguished by household type and income category. The table also shows the 6,177 renter households with a housing problem, as previously reported, by household type and income category. The following characteristics emerge from the table:

- There are 5,060 elderly households, which is 27.3% of the total renters. Of these, 4,333 (85.6%) are low income. 1,832 (36.2%) of the total elderly households have a housing problem. Of these, 1,805 (98.5%) have incomes at or below 80% of MFI.
- 6,549 (35.3%) are small households. Of these, 3,885 (59.3%) are low income. 1,866 (35.6%) of the total small households have a housing problem. Additionally, 1,805 (46.4%) of the low-income small households have a housing problem.
- 1,058 (5.7%) are large households. Of these, 689 (65.1%) are low income. 515 (48.7%) of the total large households have a housing problem. In addition, 441 (64%) of the low-income large households have a housing problem.
- The remaining 5,882 (31.7%) are all other households. 3,883 (66%) of all other renter households are low income. In addition, 1,965 (33.4%) of the total all other households have a housing problem. 1,915 (49.3%) of all other low-income households have a housing problem.

While all other households represent the largest number of renters with housing problems, a greater percentage of elderly households (36.2%) have a housing problem, particularly among those that are low income. Low-income elderly households often live on fixed incomes and need assistance, as housing costs easily can exceed their ability to pay.

Renter Households by Type and Income with Any Housing Problems, 2000

	All Renter Households			Nonelderly Renter Households			Elderly Renter Households			Total Renter Households		
	Total	With Problems	%	Total	With Problems	%	Total	With Problems	%	Total	With Problems	%
Persons under 18 (19.0% of total)	1,149	1,097	95.4%	1,149	1,097	95.4%	1,149	1,097	95.4%	1,149	1,097	95.4%
18-64 (50.1% of total)	20,406	18,906	92.6%	20,406	18,906	92.6%	20,406	18,906	92.6%	20,406	18,906	92.6%
65+ (30.9% of total)	10,791	3,901	36.2%	10,791	3,901	36.2%	10,791	3,901	36.2%	10,791	3,901	36.2%
Total	32,346	23,904	74.2%	32,346	23,904	74.2%	32,346	23,904	74.2%	32,346	23,904	74.2%

Source: HUD Office of Community Development, National Housing Survey, 2000

Estimated Housing Needs for Persons with Disabilities

The Census Bureau reports disability status for non-institutionalized persons age 5 and over. As defined by the Census Bureau, a disability is a long-lasting physical, mental or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home or to work at a job or business.

In Washington County, there were 189,486 non-institutionalized persons age 5 years and older in 2000. Of these, 37,438 (19.8%) had at least one disability. In addition, 17,039 persons (45.5%) reported two or more disabilities. There is no source of data that enumerates the number of persons with disabilities with housing needs, as local providers do not keep waiting lists.

Surveys completed by several housing and supportive service providers offer anecdotal data on the needs of persons with disabilities in the County. According to the Tri-County Patriots for Independent Living (TRIPIL), there is an urgent and large need for more affordable, accessible, and integrated housing units throughout the County. Based on county-by-county waiting list results throughout the state, Washington County is on the top 10 list for counties in need of housing. Specifically, the County is sixth on the list published by the PA Department of Public Welfare. In addition to more affordable, accessible housing units, transportation and access to goods and services (shopping, jobs, medical appointments, etc.) are also high needs of persons with disabilities, as identified by TRIPIL and other service providers.

Housing Needs of Families on the Section 8 Tenant Based Assistance and Public Housing Waiting Lists

Housing Needs of Families on the Section 8 Tenant Based Waiting List April 2011		
	# of families	% of total families
Waiting list total	606	100%
Extremely low income <=30% AMI	45	7.2%
Very low income (>30% but <=50% AMI)	469	77.2%
Low income (>50% but <80% AMI)	88	14.4%
Families with children (non-elderly)	359	59.3%
Elderly families (62 or older)	244	40.3%
Families with Disabilities	96	15.9%
Race/ethnicity (White)	419	69.2%
Race/ethnicity (Black)	180	29.8%
Race/ethnicity (Hispanic)	7	1.14%
Race/ethnicity (Other)		

As of April 1, 2011 the Section 8 Waiting list is closed. The Waiting List has been closed since August 2010. The Housing Authority projects the waiting list to remain closed until late 2012.

Housing Needs of Families on the Public Housing Waiting List April 2011		
	# of families	% of total families
Waiting list total	325	100%
Extremely low income <=30% AMI	251	80.6%
Very low income (>30% but <=50% AMI)	67	15.9%
Low income (>50% but <80% AMI)	7	3.4%
Families with children (non-elderly)	94	25.46%
Elderly families (62 or older)	11	13.73%
Families with Disabilities	46	23.68%
Race/ethnicity (White)	226	64.1%
Race/ethnicity (Black)	97	31.2%
Race/ethnicity (Hispanic)	5	3.4%
Race/ethnicity (Other)	2	1%

Characteristics by Bedroom Size (Public Housing Only)		
1BR	270	84.3%
2 BR	47	10.65%
3 BR	7	3%
4 BR	1	1.9%

As of April 1, 2011 the Public Housing Waiting List is opened. The Housing Authority anticipates the Public Housing Waiting List will remain open throughout the Plan Year.

Following are the priorities and specific objectives Washington County has established to achieve its housing objectives over the period of the Five-Year Strategic Plan.

Priorities and Objectives

Washington County expects to focus its CDBG and HOME entitlement funds toward expanding the supply of decent, affordable housing across the County and improving the quality of life for extremely low, very low, and low income households. With this in mind, the following housing priorities and objectives have been established:

- **Rehabilitation of Existing Housing Stock:** To support the preservation and rehabilitation of homes countywide by supporting families and individuals who already own their homes but, due to economic hardship or excessive cost-burden, are not able to make repairs necessary for critical upkeep and value retention. This goal serves to improve and maintain the quality of affordable housing across the County.

Objective: The County anticipates rehabilitating a total of 30 units each year with CDBG or HOME funds. These funds will be available to qualifying homeowners countywide or on a targeted basis.

- **Expand Homeownership Opportunities:** To facilitate homeownership for LMI families and individuals in Washington County and increase the options available to these groups.

Objective: The County plans to assist a total of 10 homebuyers each year through CDBG or HOME-funded homebuyer assistance programs. These funds will be available to qualifying homebuyers countywide or on a targeted basis.

- **Expand Rental Housing Stock:** Utilize local CHDOs and non-profit organizations to provide financial and technical assistance in developing housing for extremely low, very low, and low income renters.

Objective: Using HOME funds, the County anticipates constructing 20 units of affordable rental housing over the next five years.

- **Homelessness Prevention and Assistance:** To provide stability and opportunity to the County's homeless populations through work with shelters, non-profit organizations, and other public agencies.

Objective: The County will continue to support local agencies and organizations whose primary missions include the provision of emergency shelter, transitional housing, and homelessness prevention services to the County's homeless populations.

Formatted: Tab stops: Not at 1.25"

Formatted: Tab stops: Not at 1.25"

Formatted: Indent: Hanging: 0.21", Tab stops: Not at 1.25"

9.1 Strategy for Addressing Housing Needs

Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year.

(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

The Housing Authority has established the following strategies to meet the housing needs of persons in the jurisdiction and on the waiting list. These strategies reflect continued support of and participation in meeting the priorities, goals and objectives identified in the County's Five-Year Strategic Plan as well as priorities established by the Housing Authority:

Need: Shortage of Affordable Housing for All Eligible Populations

Strategy 1: Maximize the number of affordable units available to the Housing Authority within its current resources by:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line
- Reducing turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Convert existing vacant larger bedroom units, for which there is limited/no demand, to smaller (1 and 2 bedroom) units.
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies

Strategy 2: Increase the number of affordable housing units by:

- Applying for additional section 8 units should they become available:
Expand the use of Section 8 Project Based Assistance in cooperation with the Washington County Redevelopment Authority and private developers.
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance:
Consider use of PA tax credit financing combined with Section 8 project based assistance to create low-income housing opportunities in areas currently not served or underserved.

Need: Assistance to Families at or Below 30% and 50% of Median Income)

Strategy: Target assistance by:

- Adopting rent policies that support and encourage work

Formatted: Indent: Left: 0.75", Tab stops: Not at 1"

Need: Assist Elderly Families

Strategy: Target available assistance to the elderly by:

- Expand the use of the Housing Choice Voucher Program, including the use of project based assistance to better serve the elderly residents of new or rehabilitated developments that can be produced with a partner agency/developer.
- Establish a Section 8 Nursing Home Transition preference to accommodate elderly (and others) in their transition from nursing home care to conventional assisted rental housing.

Formatted: Tab stops: Not at 1.5"

Need: Assist Families with Disabilities

Strategy: Target available assistance to Families with Disabilities by:

- Carrying out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Applying for special-purpose vouchers targeted to families with disabilities, should they become available
- Based on availability the Housing Authority hopes to pursue special purpose Section 8 assistance for persons with disabilities. This would include scattered site housing and the use of PA tax credits if feasible.
- Implement a Section 8 Homeownership program aimed at families with disabilities.

Need: Assist Races or Ethnicities with Disproportionate Housing Needs

Strategy: Conduct activities to affirmatively further fair housing

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty/minority concentrations

10.0 ADDITIONAL INFORMATION

Describe the following, as well as any additional information requested by HUD:

a. Progress in Meeting Mission and Goals. PHA's must include (i) a statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHA's complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

The Housing Authority continues efforts to meet goals established in the Five-Year Plan:

1. Although demand is high there has been no opportunity to apply for additional non-designated Section 8 units/funding. The Housing Authority remains committed to meeting this goal.
2. Short term efforts to cut the public housing vacancy rate by 50% have been successful. The Housing Authority is committed to reduce the vacancy rate to 3% to 5%. Funding has been reallocated from other areas to allow for modernization of long vacant units. In addition contract staff and employee overtime have reduced unit turnaround time. The vacancy rate has been reduced by 10% over the same period last year.
3. The Housing Authority continues to seek leverage opportunities with the Redevelopment Authority and others in an effort to expand the supply of assisted housing in underserved areas. The recent success in Burgettstown and Claysville are indications this goal is being met. Although no specific underserved communities/projects are currently being proposed, the cooperative effort with the Redevelopment Authority will continue.
4. The Section 8 program has again gained the high performer status. The outstanding score of 98%, attained for the period ending 9-30-2010, is the second consecutive year the high performer designation has been attained. The public housing program has been designated a standard performer with a score of 87%.
5. The Housing Authority is discussing with a City of Washington property owner possible acquisition for development of senior housing. The use of PA tax credit funding as a construction financing vehicle will be pursued if the acquisition is successful.
6. A demolition application for building A-3 in Frederick Terrace was submitted and approved by HUD. Demolition will not be undertaken until an adequate funding source is identified and obtained. With an increase in applicants for public housing in Frederick Terrace, rehabilitation of long vacant units will be advanced over demolition activities.
7. Based on a spike in public safety concerns, Lincoln Terrace will receive high priority for the installation of security cameras. Funding limitations have prevented the purchase/installation of additional security cameras and recorders

during the 2010 period. Above baseline police services will continue in Donora as will the use of PA Constables at selected sites.

8. Improving the living environment of public housing developments continues. A 1200 sq. ft. expansion to the Head Start Center in Highland Terrace will become a reality in the later part of 2011.
9. Self-sufficiency and asset development initiatives continue. 12 families have successfully completed the Section 8 family self-sufficiency program - another 12 families are currently enrolled.
10. The Housing Authority continues to explore opportunities aimed at increasing the number of employed assisted families. The cooperation between the Housing Authority and the TANF continues. Providing increased employment opportunities within current economic conditions is difficult.
11. 504 implementations continue. Maintaining the progress set forth in the 504 schedule is dependent on receiving capital fund grants at least at 2010 levels. Creating large family accessible units continues to be a design and financial challenge. A large percentage of annual capital funding continues to be committed to 504 improvements.
12. The initiatives established to deal with violence against women and accessible housing continues to take a more prominent role in program operations.
13. Obligation time frames established by the American Recovery and Reinvestment Act of 2009 have been met. All funds were obligated in February 2010. The Housing Authority anticipates meeting all required expenditure dates. As of April 2011, 98% of all funds have been expended.

- **Significant Amendment and Substantial Deviation/Modification.**

PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (Note: Standard and Troubled PHA’s complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

The definitions established in prior years remain unchanged.

Substantial Deviation and Significant Amendment or Modification Definitions

a. Substantial Deviation from the 5-Year Plan

The 5-Year Plan is subject to modification and change. A change to the 5-Year Plan may be considered a substantial deviation if it is inconsistent with or fundamentally changes the Housing Authority’s Mission Statement. Changes will be incorporated in subsequent Plans and will be subject to review by the residents, the Resident Advisory Board (RAB) and the Public Hearing.

b. Significant Amendment or Modification to the Annual Plan

The Annual Plan is subject to modification and change during the Plan year. A change to the Annual Plan may be considered a Significant Amendment or Modification if it represents a shift in policies or a major change of strategy or work activities enumerated in the Annual Plan. Changes other than those specified below will be undertaken by the PHA staff and reported in the subsequent Annual Plan that is subject to full public disclosure.

A significant change in policy with regard to demolition, disposition, designation, homeownership programs or conversion activities (conversion as defined at 24 CFR Part 972.3). The submission of an application or proposal to HUD in any of these areas requiring disclosure to the public/residents, the RAB and action by the PHA Board prior to submission, that may contain minor changes to the Annual Plan, will not be considered a Significant Amendment or Modification.

A change or addition to the Capital Fund Annual Statement (non-emergency work item) or 5-Year Action Plan that is outside of HUD’s fungibility regulations and/or represents a change of use of more than 50% of the current HUD grant award.

Any program or policy change or modification (including the implementation of new program activities) permitted or required under federal program instructions or regulations, or required by HUD based on an operational review or implemented as a result of a national or local emergency will not be considered a Substantial Deviation or Significant Amendment or Modification.

c. Agreements

PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

There are no outstanding memorandums of agreement with HUD to improve performance.

11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW

In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* - **Attached**
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (**PHAs receiving CFP grants only**)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (**PHAs receiving CFP grants only**)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (**PHAs receiving CFP grants only**)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (**PHAs receiving CFP grants only**)
- (f) Resident Advisory Board (RAB) comments - **Attached.**
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (**Must be attached electronically for PHAs receiving CFP grants only**). See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (**Must be attached electronically for PHAs receiving CFP grants only**). See instructions in 8.2.

Attachment A

Comments of the Resident Advisory Board

Minutes

Combined Meeting with the Washington County Housing Authority Resident Advisory Board (RAB) and Public Hearing on the 2011 Annual Plan and the 2010-2014 Five-Year Plan

June 16, 2011

**William E. Davis Community Room
Jollick Manor - Washington, PA**

Mr. Steve Hall, Housing Authority Executive Director called the meeting to order at 10:35 a.m. He thanked everyone for attending and indicated this was a combined meeting of the Resident Advisory Board and a Public Hearing dealing with the Annual and 5-Year Plans. He noted that only members of the RAB were present and no member of the public had responded to the invitation to the Public Hearing. Mr. Hall introduced Mr. James Robinson a consultant assisting the Housing Authority with the preparation of the Annual and 5-Year Plans and asked that he comment on the significant changes that have taken place in the Plan between the 2010 and the 2011 Plans. He indicated he would be discussing Section 8 and public housing as the meeting progressed. He mentioned all RAB members had been sent a copy of the Plan in early May 2011 and the purpose of providing copies of the Plan and this meeting, as well as the public hearing, is to solicit RAB and public comments on the activities discussed in the Plan. Mr. Hall introduced Housing Authority staff present (Jim Mason, Dottie Kesneck and Dave Zywan) and indicated they were also available to respond to questions.

Mr. Robinson discussed the PHA Annual Plan for the period October 1, 2011 to September 30, 2012 and the 5-Year Plan (2010-2014). He reiterated this is a combined meeting with the RAB and a public hearing on the Annual and Five Year Plans. He further stated that the Plans have not been officially adopted by the Housing Authority Board and comments offered at today's meeting would be considered by the Board, prior to the official adoption of the Plans at its June 2011 meeting. Following adoption by the Board the Plans would be submitted to HUD for review and eventual approval. Following approval activities described in the Plan including the capital improvements would be implemented. Mr. Robinson then gave an overview of the contents and explained that the Plan was generally divided into 3 sections, a 5-Year Plan, an Annual Plan and a section dealing with anticipated and past capital improvements. He indicated the Annual and 5-Year Plans as well as the information on the capital fund is developed to tell the residents, the public and HUD the activities planned and the operating procedures to be used in the coming fiscal year.

Mr. Robinson then identified 10 areas that are new in the 2011 Plan or are important on-going activities that should be mentioned:

1. Section 8 and public housing residents are reminded that debts owed the Housing Authority or any Housing Authority or Agency must be repaid if families are returning to assisted housing.
2. With the large federal debt it is unlikely future HUD budgets will be approved without reductions. With reductions come fewer capital improvements.
3. The Housing Authority's successful Section 8 Family Self-Sufficiency Program currently has 12 participants.
4. Crime and Safety activities include discussions with the City of Washington Police Department on interfacing Housing Authority security cameras with the City security camera system. Also, parking issues at Lincoln Terrace, Bentley Tower and others must be resolved.
5. Pet Policy element now contains discussion on the Authority's long standing policy on Assistance Animals.
6. Housing Authority and Redevelopment Authority working together throughout the years on various projects. Head Start building expansion in Highland Terrace, Donora to be completed in 2011 with funding provided by the County through the Redevelopment Authority. Now working on resolving parking issue at Bentley Tower.
7. Vacancy reduction effort significantly improved. Last year vacancies stood at 15% - currently 5% are vacant. Target is between 3% and 5%. Great improvement.
8. Discussion of 504 improvements is on page 38. Working on additional accessible units at Highland Terrace, California Terrace and Jollick Manor.
9. With expanded waiting lists and greater demand, rehabilitation will replace demolition at Frederick Terrace. Housing Authority is working on creating additional one-bedroom units throughout the County. 80% of persons on waiting lists are interested in one-bedroom units.
10. American Recovery and Reinvestment Act of 2009 funding (\$1.57 million) have been obligated and 98% of work has been completed and funds expended. Funds were used for improvements at Jollick Manor, Crumrine Towers, Bassettown Manor, Bentley Tower, Frederick Terrace, Donora Scattered Sites, Nathan Goff Apts. and Monongahela Townhouses.

A question was asked and a discussion took place on capital fund improvements planned for Donora scattered-site. Mr. Hall discussed a settlement problem and short and long term repair suggestions from contractor and engineer. With hundreds of thousands of dollars necessary to resolve problem, Housing Authority will attempt short term resolution.

Mr. Hall mentioned the focus is on bringing the units "back online" as quickly as possible. Similar efforts have been successful in Maple Terrace, Canonsburg and Bentley Tower. Repairing and returning units for occupancy is scheduled to take place in Frederick Terrace. These high priority improvements will have an effect on the schedule of converting standard units to accessible units. Dealing with the expensive problem at Donora scattered-sites will follow Frederick Terrace improvements.

Further questions were asked and answered on Donora scattered sites. Mr. Zywan, Housing Authority joined the discussion dealing with building code requirements. Items discussed included:

- Always using the low bidder and bidding procedure
- Contractor qualifications
- How contractors are paid via inspections and architectural/contract specification
- Window specifications, upgraded 504 requirements and windows that met previous construction standards
- Casement windows vs. double hung windows and PA building codes
- Window air conditioning units (free A/C units that fit double hung windows, not casements, are available from local utility company)
- When improvements are made they meet current building codes
- Window replacement takes place when needed not when building code changes
- New French doors installed last year (replaced old sliding glass doors) are significant improvement

Mr. Hall summarized the discussion: residents are requesting new double hung windows.

Mr. Hall then turned to Section 8 and discussed the success of the program. Currently approx. \$334,000 is spent monthly on Section 8 assistance. HUD believes this should be reduced to \$320,000. Although the program will be cut back, additional funds will be requested. Estimate 20 families will be affected by the reduction. Fewer Section 8 dollars may affect the demand for public housing.

Mr. Hall then spoke to the problem of parking at the various developments, specifically mentioning Crumrine Towers and Bentley Tower (90 residents-45 parking spaces). He discussed efforts with the Redevelopment Authority to expand the existing parking area at Bentley Tower. Not much can be done to add parking at Crumrine.

As a final item Mr. Hall mentioned the great job Dottie Kesneck and her staff and Jim Mason and his staff have done to reduce the number of vacant units to 5%. The original push to repair units unused for months or years resulted in about 50 units being brought back online. Units needing more significant renovation required the use of outside contractors. Some of this is being done in coordination with accessibility improvements. Generally, the demand for public housing is improved and we are attempting to meet that demand –full capacity is our goal.

Mr. Zywan then explained the capital fund program and the five-year capital fund budget. He discussed its purpose, how funds are received and committed and how funds at times are moved to alternate projects when emergencies develop. He discussed establishing priorities and the difference between capital improvements and regular maintenance and the time frames imposed on the obligation and expenditure of the capital funds received from HUD

He discussed the impact of reduced funding. The annual HUD Capital Fund grant has been reduced from \$1.8 million (2002) to currently \$1.2 million. In addition, the cost of repairs and maintenance continues to rise. A lot of effort is put into procurement procedures and trying to find contractors that can perform good work at reasonable costs.

During the 2011 Plan year capital fund improvements are planned at Lincoln Terrace-security cameras, Jollick Manor-additional accessibility improvements, Valley View Terrace-lead based paint abatement (last project of this type), Bentley Tower-expand parking lot, Nathan Goff Apts.-new emergency generator and countywide contracts aimed at repairing units for occupancy of new tenants.

A resident commented on his experience in public housing developments in other parts of the country. He believes residents in Washington County are ignored. All other family public housing units have energy efficient furnaces and air conditioning-not the case in Washington County. Mr. Hall discussed the issues and provided a response. The gentleman also wanted to know why more residents do not attend these types of meetings. He then discussed the need to install high efficiency furnaces and A/C in units where residents pay utility costs. In extremely hot weather it is hard to breathe without air conditioning. He indicated he gets good results any time he calls maintenance or Dottie Kesneck's office.

Mr. Hall indicated the Authority has provided air conditioning in elderly developments but must make choices in family housing and has decided to replace roofs, windows, siding etc. He believes Housing Authority properties are at least comparable to private rental housing. Little rental housing is provided in Washington County that includes owner provided air conditioning. Limited funding requires priorities to be established. The need to recently replace a \$400,000 elevator in Bentley Tower required reordering of priorities. That results in developments that are winners and those that are losers.

Jim Mason discussed some of the maintenance issues he deals with and the need to address high priority items such as a non-functioning elevator before other items are dealt with.

Mr. Zywan then discussed the problems in dealing with an aging housing stock when funding is continually being reduced.

A woman from Crumrine Towers asked why the hallways are hot. Air conditioning inside the units is fine. Mr. Zywan discussed the 2010 replacement of the hallway air exchanger (Reznor) on the building roof. Continuous operating problems and now out of warranty issues have resulted in inoperable equipment. Same units in other public housing locations have no problems. The manufacturer will be examining new unit and decide if repair is possible or replacement necessary. Perhaps we were provided with a lemon. Mr. Hall asked Mr. Zywan to establish a timetable for repair/replacement.

A woman from Maple Terrace asked when the new refrigerators will arrive. Mr. Hall explained that Allegheny Power is providing new refrigerators at no cost to the tenant or

the Authority. Generally the power company supply line is limited. They provide about 20 refrigerators at a time. Allegheny Power has been in contact directly with the residents as when to expect delivery. Mr. Hall indicated he appreciated the contributions from Allegheny Powers and asked for resident patients. He would attempt to get a delivery schedule.

A woman from Donora discussed three problems:

1. Bedbugs. With Authority personnel taking care of spraying and with these same workers doing repair work in other units are these maintenance employees required to wear protective clothing when spraying? Mr. Mason indicated that protective clothing (booties and throw-away coveralls) is available and maintenance staff has been instructed to wear when spraying. He believes that for reasons of personal protection the protective clothing is being used. Mr. Hall indicated that in cases of extreme infestation outside pest control companies have been used. This will continue where necessary. He indicated residents do have a responsibility not to bring these pests into the building and efforts are made at time of application/admission to determine if a problem has existed.
2. Satellite TV. The woman also asked about residents not being allowed to get satellite TV. They are required to purchase cable TV service if they want TV reception. Mr. Hall indicated that the satellite companies and their equipment will damage the structure. With the relatively high turnover rate in public housing and satellite equipment being installed and removed the building repair costs would be excessive.
3. Grass cutting. The question was asked as to frequency of cutting grass. She indicated that it has been 21 days since the last cutting. Mr. Mason indicated that 21 days was unacceptable and he would check to determine the problem. In addition the raking and pick-up of any high grass that is cut by maintenance is the responsibility of the maintenance staff.

Mr. Hall asked if there were any additional question prior to a lunch break. Mr. Hall introduced Ms. Christy Kemp of the Housing Authority staff and thanked her for setting up the meeting and her efforts with the lite lunch.

Following lunch Mr. Robinson commented on some of the discussion that took place during the break. He asked if there were any additional questions. There being none he ended the meeting and public hearing at 1:20 pm.

A list of persons attending the RAB meeting/public hearing is attached.

Comments Considered:

The Housing Authority Board and staff considered the comments made at the Resident Advisory Board Meeting/ Public Hearing and determined that no changes to the PHA Plan were necessary.

DIRECTIONS
Read each situation carefully.
Write your answer in the space provided.
Show your work.

[illegible]

STEPHEN K. HALL,
Dorothy D. Moore

[illegible]

Resident Advisory Board Meeting/Public Hearing for the Annual Plan
Thursday, June 16, 2011

Brewster, B. L.
 (H. L. Brewster)
 Jones, R. W.
 Shively, J. H.
 Ward, L. L.
 Case, M. W.
 Clark, J. H.
 Anderson, A. J.
 Kirk, R. W.

Thank you for attending!!

Attachment B

Admission Policy for Deconcentration

Washington County Housing Authority Economic Deconcentration Program and Policy

The Quality Housing and Work Responsibility Act (QHWRA) became law in October 1998. Many of the provisions of this Act are revisions to the United States Housing Act of 1937 (USHA) which has guided public housing policy for over 60 years.

One of the purposes of the QHWRA is to facilitate the balance of mixed income families in assisted communities in order to decrease the concentration of poverty in public housing. Section 513 of the QHWRA establishes, among other things, "annual requirements for admitting families with incomes below 30% of area median income, and related income targeting requirements."

In as much as the concentration of low-income families is now prohibited in public housing, Housing Authorities must develop an Admission Policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

To further this objective the following rule has been established taking into account HUD's final rule published on this subject and dated December 22, 2000:

With respect to income targeting, the general rule is that in each fiscal year, at least 40% of families admitted to public housing by a PHA must have incomes that do not exceed 30% of area median. The "fungibility" provisions allow a PHA to admit less than 40% of families with incomes below 30% of median (very poor families) in a fiscal year, to the extent the PHA has provided more than 75% of newly available (Section 8) vouchers and certificates (including those resulting from turnover) to very poor families.

In August 2002 HUD's Deconcentration rules changed requiring that developments with an average family income at or below 30% of the area median income should not be categorized as higher income.

PHAs are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes; the establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

To implement these requirements Housing Authorities must:

Determine and compare the average tenant family incomes of each family development; and

Consider what Admission Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments and lower income families into higher income developments. PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing

Following is the Washington County Deconcentration Policy as it appears in the Admissions and Continued Occupancy Policy

Deconcentration of Poverty and Income-Mixing

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

PHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In

determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

PHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

PHA Policy

For developments outside the EIR the PHA will take the following actions to provide for deconcentration of poverty and income mixing:

- Employ waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
- Establishing a preference for admission of working families in developments below the EIR
- Encourage lower income applicants to move to developments with higher EIR.
- Encourage higher income applicants to move to developments with lower EIR.

Attachment C

Resident Advisory Board Members -Washington County Housing Authority – June 2011

Prestine Robinson – Maple Terrace
Elsie Jester - Bentleyville
Jean Strauss – Crumrine Tower
Richard Sunday – Valley View
Olive Krimm – Nathan Goff
Pam Chechuck – Valley View
Judy Touville – Valley View
William Morrow – Valley View Terrace
Wilbur Hoff – Valley View Terrace
Dan Thomas – Donora Scat.
Beverly Bell – Crumrine Tower
Jackie Thompson – Donora Scat.
Clyde Wheeler – Section 8

Attachment D

Resident Member of the PHA Governing Board

The resident member and the representative of the assisted housing population on the Washington County Housing Authority Board is Mrs. Olive M. Krimm.

Attachment E

Implementation of the Public Housing Resident Community Service Requirement

Washington County Housing Authority

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

11-I.A. OVERVIEW and BACKGROUND

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHAs and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the PHA Plan must contain a statement of the how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

The Quality Housing and Work Responsibility Act of 1998 mandates that all non-exempt (see definitions) adult residents of public housing (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours per month of training, counseling classes or other activities that help an individual toward self-sufficiency and economic independence. The requirements can also be met by a combination of 8 hours of community service and participation in an economic self-sufficiency program. An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The Housing Authority will determine whether to permit a deviation from the schedule (see 24 CFR 960.605). Community Service is a requirement of the Public Housing Lease.

HUD urges Housing Authorities and their tenants to carry out the Community Service provision in a manner consistent with Congressional intent, as discussed in the Senate Committee Report (S. Rep. No. 63, 105th Congress, 1st Session 1997) that states “*the provision is not intended to be perceived as punitive, but rather considered as rewarding activity that will assist residents in improving their own and their neighbors’ economic and social well-being and give residents a greater stake in their communities*”. The

requirement is intended to provide residents an opportunity to demonstrate that they are “giving something back” to their communities and to facilitate upward mobility.

11-LB. DEFINITIONS

Community Service – volunteer work that includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children’s programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

NOTE: Political activity is excluded.

Self Sufficiency Activities – activities that include, but are not limited to:

- Job readiness programs;
- Job training programs;
- GED classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;

- Any kind of class that helps a person toward economic independence;
- Full time student status at any school, college or vocational school.

Exempt Adult – The public housing tenants exempt from the community service and self-sufficiency requirement are those:

- Age 62 years or older.
- Blind or disabled and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities working at least 20 hours per week specified below:
 1. Unsubsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 5. On-the-job-training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
 12. The provision of childcare services to an individual who is participating in a community service program.
 13. Meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq. including 45 CFR Part 261.15) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
 14. If a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located,

including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

11-I.C. REQUIREMENTS OF THE PROGRAM

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family obligations
 - At lease execution or re-examination all adult members (18 or older) of a public housing resident family must;
 1. provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 2. sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
 - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
 - If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status:
 - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
 - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The

Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

11-I.D. AUTHORITY OBLIGATIONS

1. To the greatest extent possible and practicable, the Authority will:
 - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*); and
 - provide in-house opportunities for volunteer work or self-sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

11-I.E. NONCOMPLIANCE

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Noncompliance [24 CFR 960.607(b)]

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

PHA Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, the PHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

Continued Noncompliance [24 CFR 960.607(b)]

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

PHA Policy

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

Attachment F

Asset Management Projects

Project Number	Asset Management Project
PA017000001	PA 17-1 A – Maple Terrace PA 17-1 B – Maple Terrace View PA 17-1 C – Lincoln Terrace PA 17-1 D – Highland Avenue Apts.
PA017000002	PA 17-2 A – Jollick/Crumrine PA 17-2 B – Bassettown
PA017000003	PA 17-3 A – Valley View Terrace PA 17-3 B – Canonsburg Scattered Sites PA 17-3 C – Bentley Tower
PA017000004	PA 17-4 A - California Manor PA 17-4 B - California Apts. PA 17-4 C – Riverview Apts. PA 17-4 D – California Terrace PA 17-4 E – Frederick Terrace
PA017000005	PA 17-5 A – Highland Terrace PA 17-5 B – Donora Scattered Sites PA 17-5 C – Nathan Goff PA 17-5 D – Monongahela Townhouses

Attachment G

Challenged Elements

Include any element(s) of the PHA Plan that is challenged.

Civil Rights Certifications

Fragaria vesca L. cv. 'Fragaria' 0.62 1271 HUJ-89377 (L2306)

Attachment I

Description of the Housing Choice Voucher Homeownership Program

PART VII: HOMEOWNERSHIP

[24 CFR 982.625 through 982.643]

15-VII.A. OVERVIEW [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

PHA Policy

The Washington County Housing Authority (PHA) promotes and supports homeownership as a reasonable accommodation for low income, disabled families. Based on current demand, the PHA has determined that it is reasonable to implement, on a trial basis, a homeownership program, consisting of up to 5 units, designed specifically as a reasonable accommodation for disabled families. To participate in the homeownership option a family must qualify as disabled as defined in Chapter 3.

A Housing Choice Voucher Homeownership Program available to non-disabled HCV participants may be implemented when a permanent financing source is identified.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

PHA Policy

As a general rule the PHA will offer the monthly homeownership assistance payments to qualified families.

The PHA will offer either form of homeownership assistance (the down payment assistance grant cannot be offered until HUD publishes a notice in the Federal Register) if necessary as a reasonable accommodation for a person with disabilities in accordance with 982.601(b) (3).

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of

the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance.

- **Initial Requirements**

To be eligible to participate in the homeownership option, families must meet the following criteria:

The family has had no family-caused violations of HUD's Housing Quality standards within the past year.

The family is not within the initial one-year period of a HAP Contract. (If the family is within the initial 12 month period of the HAP Contract, a written agreement between both landlord and tenant must be provided to the PHA allowing the lease to be terminated).

The family does not owe money to the PHA.

The family has not committed any serious or repeated violations of a PHA-assisted lease within the past year.

- A. The family must have been admitted to the Housing Choice Voucher program.
- B. The family must qualify as a first-time homeowner, or may be a cooperative member.
- C. The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- D. For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.

PHA Policy

The PHA will not establish a higher minimum income standard for disabled and/or non-disabled families.

- E. For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.

Formatted: Tab stops: Not at 0.75"

Formatted: Tab stops: Not at 0.75"

- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.

PHA Policy

Families will be considered “continuously employed” if the break in employment does not exceed four months.

The PHA will count self-employment in a business when determining whether the family meets the employment requirement.

- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family, including any family member, has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

PHA Policy

The PHA will administer up to 5 homeownership units at any one time. The PHA may exceed the number of units planned if it is necessary as a reasonable accommodation for a person with a disability. If this occurs, the PHA may reduce the number of homeownership units offered in subsequent years.

Families who have been participating in an economic self-sufficiency program for at least six months, or have graduated from such a program, will be given preference over other families. Elderly and disabled families will automatically be given this preference.

Within preference and non-preference categories, families will be selected according to the date and time their application for participation in the homeownership option is submitted to the PHA.

All families must meet eligibility requirements as defined in Section 15-VII.B of this plan.

15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- A. The unit must meet HUD's "eligible housing" requirements. This includes single family dwellings, condominiums, cooperatives, manufactured housing and others approved by the PHA as a reasonable accommodation.
- B. The unit may **not** be any of the following:
 - A public housing or Indian housing unit;
 - A unit receiving Section 8 project-based assistance;
 - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - A college or other school dormitory;
 - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- C. The unit must be under construction or already exist at the time the family enters into the contract of sale.

Formatted: Tab stops: Not at 0.75"

Formatted: Tab stops: Not at 0.75"

- D. The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- E. The unit must have been inspected by the PHA and by an independent inspector designated and paid by the family.
- F. The unit must meet Housing Quality Standards (see Chapter 8).
- G. For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.
- H. For PHA-owned units all of the following conditions must be satisfied:
 - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
 - The unit is not ineligible housing;
 - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

15-VI.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

PHA Policy

The family will be allowed 120 days to identify a unit and submit a sales contract to the PHA for review. The family will be allowed an additional 120 days to close on the home. PHAs may grant extensions to either of these periods for good cause. The length of the extension(s) will be determined on a case-by-case, but in no case will an extension exceed a total of 125 days. The maximum amount of time a family will be given to locate and complete the purchase of a home under the homeownership option is 365 days.

During these periods, the family will continue to receive HCV rental assistance in accordance with any applicable lease and HAP contract until the family vacates the rental unit for its purchased home.

All requests for extensions must be submitted in writing to the PHA prior to the expiration of the period for which the extension is being requested. The PHA will approve or disapprove the extension request within 10 business days. The family will be notified of the PHA's decision in writing.

The family will be required to report their progress on locating and purchasing a home to the PHA every 30 days until the home is purchased.

If the family cannot complete the purchase of a unit within the maximum required time frame, the family may request that the HCV be converted into a rental assistance voucher. Approval of the request will be at the discretion of the PHA with the decision being based on the effort exerted by the family and the condition of the market.

15-VILF. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.
- If required by the PHA, families must attend and complete post-purchase ongoing homeownership counseling.

Formatted: Tab stops: Not at 0.5"

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER [24 CFR 982.631]

Home Inspections

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

PHA Policy

When the family locates a home they wish to purchase and submits a copy of their purchase offer/contract, the PHA will conduct a housing quality standards (HQS) inspection within 10 business days. Any items found not to meet HQS must be repaired before the unit can be determined eligible for the homeownership program.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

PHA Policy

The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. This inspector must be a member of the American Society of Home Inspectors (ASHI) or other recognized professional society, or a licensed engineer. The inspector may not be a PHA employee.

The independent inspector must provide copies of the independent inspection report to the family and the PHA. Based on the information in this report, the family and the PHA will determine whether any pre-purchase repairs are necessary.

PHA Policy

The PHA will review the professional report in a timely fashion and, based on the presence of major physical problems, may disapprove the purchase of the home.

If the PHA disapproves the purchase of a home, the family will be notified in writing of the reasons for the disapproval.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

PHA Policy

The PHA will not conduct HQS inspections while the family is receiving homeownership assistance.

Contract of Sale

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

Disapproval of a Seller

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

15-VII.H. FINANCING [24 CFR 982.632]

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

PHA Policy

The family is responsible for securing financing. The PHA has established the financing requirements, listed below, and may disapprove proposed financing if the PHA determines that the debt is an unreasonable burden for the family.

The PHA has established the financing requirements, listed below, and may disapprove proposed financing if it is determined that the debt is not affordable.

- Mortgage financing must be provided, insured or guaranteed by the State or Federal government, complying with secondary mortgage market-underwriting requirements or comply with generally accepted private sector underwriting standards.
- Down payment requirements: The PHA has established a minimum homeownership down payment requirement of at least 3% and requires that at least 1% of the down payment come from the family's resources.
 1. The family may use the following sources: FSS escrow account; individual savings account; assistance provided by government agencies; gifts from family members and friends; the seller may contribute to the down payment and closing cost requirements. Other sources should be discussed with the PHA.
 2. The PHA anticipates that the secondary or private market will dictate credit worthiness.
- If the purchase of the home is financed with FHA mortgage insurance, such financing is subject to FHA mortgage insurance requirements.
- Families locating a home in a special flood zone area must obtain flood insurance on the home and agree to maintain this insurance.
- Families locating a home in a know mine subsidence area, must obtain mine subsidence insurance and agree to maintain this insurance

Formatted: Tab stops: Not at 2"

- As a check against predatory lending, the PHA will review the financing of each purchase transaction, including estimated closing costs. The PHA will review the loans for features, such as balloon payments, adjustable rate mortgages, and unusually high interest rates, all of which are prohibited. The PHA also will not approve “seller financing” or “owner-held” mortgages.

The PHA will not require a family to obtain financing from one or more specified lenders, thereby restricting the family’s ability to secure favorable financing terms.

15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must sign and comply with the obligations (Housing Choice Voucher Homeownership Family Obligations) of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).
- The family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. “Information” includes any requested certification, release or other documentation.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
- The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with 24 CFR 982.551.
- Any information supplied by the family must be true and complete.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit. No other person [i.e., nobody

Formatted: Tab stops: Not at 2"

but members of the assisted family] may reside in the unit (except for a foster child or live-in aide).

- The family must promptly notify the PHA if any family member no longer resides in the unit.
- If the PHA has given approval, a foster child or a live-in-aide may reside in the unit.
- Members of the household may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.
- The family must not sublease or let the unit.
- The family must not assign the lease or transfer the unit.
- The family must supply any information or certification requested by the PHA to verify that the family is living in the unit, or relating to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose. The family must promptly notify the PHA of absence from the unit.
- The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.
- The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.
- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- All taxes and insurance must be included in the mortgage payment.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
 - a. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
 - b. The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. (see 24 CFR 982.553).

- The family must supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses. PHA approval is required for all refinancing.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The PHA recommends the family open and maintain a savings account to deposit maintenance and repair allowances. The savings account would be used for future maintenance and repairs to the residence.
- Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with 24 CFR 982.551(h).

15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]

The monthly amount of homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the family's monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described elsewhere in this plan for the Housing Choice Voucher program.

Payment standard for family. The payment standard for a family is the lower of:

- The payment standard for the family unit size; or
- The payment standard for the size of the home.

If the home is located in an exception payment standard area, the PHA must use the appropriate payment standard for the exception payment standard area.

The payment standard for a family is the greater of:

- The payment standard (as determined above) at the commencement of homeownership assistance for occupancy of the home; or
- The payment standard (as determined above) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

PHA Policy

The PHA's housing assistance payment will be paid directly to the lender unless the mortgage company refuses to accept payments from more than one source. In such case, the PHA's housing assistance payment will be paid directly to the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

PHA Policy

The PHA will not grant relief from the requirement to automatically terminate homeownership assistance 180 calendar days after the PHA makes the last housing assistance payment on behalf of the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- **Monthly homeownership payment** Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- **Monthly maintenance allowance.** The PHA monthly allowance for routine maintenance costs is \$50.00.
- **Monthly major repair/replacement allowance.** The PHA monthly allowance for major repairs and replacement is \$50.00.
- **Utility allowance** The PHA utility allowance for the home;
- **Monthly principal and interest on debt for improvements.** Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- **Monthly co-op/condominium assessments.** For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
3. Home insurance;
4. The PHA allowance for maintenance expenses;
5. The PHA allowance for costs of major repairs and replacements;
6. The PHA utility allowance for the home; and
7. Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such

Formatted: Tab stops: Not at 1"

costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

8. Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

15-VIII. PORTABILITY [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance as follows:

1. **Maximum term of assistance.** Except in the case of a family that qualifies as an elderly or disabled family, the family members shall not receive homeownership assistance for more than: (1) Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or 2) Ten years, in all other cases.
2. Lack of funding to provide continued assistance.
3. At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
4. In accordance with the PHA's policy regarding number of moves within a 12-month period.

Formatted: Tab stops: Not at 1"

PHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with PHA policies in Chapter 10, which prohibits more than 1 move by the family during a 12 month period.

The PHA will not require additional counseling of any families who move with continued assistance.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.
- The PHA may deny the family permission to move to a new unit with continued rental or homeownership assistance if the PHA determines that it does not have sufficient funding to provide continued assistance.

15-VI.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

PHA Policy

The PHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations listed in Section 1, as well as for any of the reasons listed in Section 2 of form HUD-52649, Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program.

In making its decision to terminate homeownership assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Termination notices will be sent in accordance with the requirements and policies set forth in Section 12-II.F.

Attachment J

Capital Fund

Insert File Attachment pa017a01 – FFY 2011 Capital Fund Program Original Annual Statement.

Insert File Attachment pa017b01 – Capital Fund Program 5-Year Action Plan.

Insert File Attachments pa017c01 thru pa017f01 – Performance and Evaluation Reports.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	Grant Type and Number Capital Fund Program Grant No: PA28P01750111 Replacement Housing Factor Grant No:	Federal FY of Grant: 2011
---	---	---------------------------

X Original Annual Statement		Reserve for Disasters/ Emergencies:		REV 0 10/1/11	
Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report:		\$1,500,000	
line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$130,000.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$130,000.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$125,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$90,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$50,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$905,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$15,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$50,000.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,500,000.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$250,000.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$350,000.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

|

|

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28P01750111 Replacement Housing Factor Grant No:				Federal FY of Grant: 2011		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
AMP 17-100 Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts									
AMP 17-100	VACANCY REDUCTION	C & P	1460		\$6,000.00				
	VACANCY REDUCTION	MOD	1460		\$0.00				
PA17-01 Maple Terrace									
PA17-15 Maple Terrace View									
PA17-02 Lincoln Terrace									
PA17-14 Highland Avenue Apts									

[illegible]

[illegible]

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority
 100 Crumrine Tower, Franklin Street
 Washington, PA 15301-6995

Grant Type and Number:

Capital Fund Program Grant No: PA28P01750111

Replacement Housing Factor Grant No:

Federal FY of Grant:**2011**

Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-400 Frederic Terrace Riverview Apartments California Terrace California Manor California Aopartments								
AMP 17-400	VACANCY REDUCTION C & P	1460		\$6,000.00				
	VACANCY REDUCTION MOD	1460	1 Bldg	\$200,000.00				
PA17-03 Frederick Terrace	Demolition	1485	2 bldgs	\$50,000.00				
PA17-09A Riverview Apartments								
PA17-09B California Terrace								
PA17-10A California Manor								
PA17-10B California Apartments								

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28P01750111 Replacement Housing Factor Grant No:			Federal FY of Grant: 2011	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-500 Highland Terrace Donora Scattered Sites Nathan Goff Apartments Monongahela Twnhse								
AMP 17-500	VACANCY REDUCTION C & P	1460		\$6,000.00				
PA17-04 Highland Terrace								
PA17-16 Donora Scat'd Sites								
PA17-17 Nathan Goff Apts	Replace Emergency Generator	1460	one	\$100,000.00				
PA17-19 Monongahela Townho								

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28P01750111 Replacement Housing Factor Grant No:			Federal FY of Grant: 2011		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$130,000.00				
1408 Mgmnt. Improvements	Communications Support	1 1408		\$130,000.00				
	Development Coordinator	2 1408						
	Computer Software	3 1408						
	Computer Training	4 1408						
	Management Update Consultant	5 1408						
	Computer Consultant	6 1408						
	Vacancy Reduction	7 1408						
	Inventory Review	8 1408						
	Computer Maintenance Agreement	9 1408						
	Constable Patrol	10 1408						
	Police Patrol	11 1408						
	Other	12 1408						
			TOTAL					
1410 Administration	Salaries	1410		\$125,000.00				
	Fringe Benefits	1410						
			TOTAL	\$125,000.00				
1430 A& E Costs and Fees	A/E Fees	1430		\$70,000.00				
	Sundry Expenses	1430		\$10,000.00				
	Surevey Fees	1430		\$10,000.00				
			TOTAL	\$90,000.00				
Non-Dwelling Equipment	Computer/Security hardware	1475		\$15,000.00				
1495 Relocation	Relocation Expense	1495		\$5,000.00				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Washington County Housing Authority

Grant Type and Number

Capital Fund Program Grant No: PA28P01750111

Replacement Housing Factor Grant No:

Federal FY of Grant:**2011**

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-100	9/30/2013			9/30/2015			
PA17-200	9/30/2013			9/30/2015			
PA17-300	9/30/2013			9/30/2015			
PA17-400	9/30/2013			9/30/2015			
PA17-500	9/30/2013			9/30/2015			
1406 Operations	9/30/2013			9/30/2015			
1408 Mgmt. Improvements	9/30/2013			9/30/2015			
1410 Administration	9/30/2013			9/30/2015			
1430 Fees and Costs	9/30/2013			9/30/2015			
1475 Nondwelling Equipment	9/30/2013			9/30/2015			
1495 Relocation	9/30/2013			9/30/2015			

Capital Fund Program Five-Year Action Plan						
Part I: Summary						
PHA Name: Washington County Housing Authority					X Original 5-Year Plan	
					Revision No.	
Development Number / Name HA-Wide Activities	Year 1 Annual Stmnt	Work Statement for Year 2 FFY Grant: 2012 PHA FY: 2013	Work Statement for Year 3 FFY Grant: 2013 PHA FY: 2014	Work Statement for Year 4 FFY Grant: 2014 PHA FY: 2015	Work Statement for Year 5 FFY Grant: 2015 PHA FY: 2016	
AMP 17-100		\$360,000.00	\$585,000.00	\$330,000.00	\$250,000.00	
Maple Terrace						
Maple Terrace View						
Lincoln Terrace						
Highland Avenue Apts						
AMP 17-200		\$125,000.00	\$645,000.00	\$395,000.00	\$485,000.00	
Jollick Manor						
Crumrine Tower						
Bassetstown Manor						
AMP 17-300		\$335,000.00	\$50,000.00	\$625,000.00	\$135,000.00	
Valley View Terrace						
C'burg Scattered Sites						
Bentley Tower						
AMP 17-400		\$425,000.00	\$340,000.00	\$375,000.00	\$95,000.00	
Frederick Terrace						
California Terrace						
Riverview Apartments						
California Manor						
California Apts.						
AMP 17-500		\$280,000.00	\$275,000.00	\$575,000.00	\$400,000.00	
Highland Terrace						
Donora Townhouses						
Nathan Goff, Jr. Apts						
Monongahela Townhouses						
HA-Wide 1406 Account		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
HA-Wide 1408 Account		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
HA-Wide 1410 Account		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
HA-Wide 1430 Account		\$125,000.00	\$90,000.00	\$90,000.00	\$90,000.00	
HA-Wide 1475 Account		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
HA-Wide 1495 Account		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
CFP Funds Listed for 5-year planning		\$2,140,000.00	\$2,475,000.00	\$2,880,000.00	\$1,945,000.00	
Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00	

Capital Fund Program Five-Year Action Plan**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2012 PHA FY: 2013			Activities for Year: 3 FFY Grant: 2013 PHA FY:2014		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AMP 17-100	Acquire/Develop new properties	\$25,000.00	AMP 17-100	Acquire/Develop new properties	
	Maple Terrace	Demolish/Depose Existing Stock		Maple Terrace	Demolish/Depose Existing Stock	\$50,000.00
	Maple Terrace View	Replace Site Utilities	\$100,000.00	Maple Terrace View	Replace Site Utilities	
	Lincoln Terrace	(gas, wtr, sewers,elect, etc)		Lincoln Terrace	(gas, wtr, sewers,elect, etc)	
See	Highland Avenue Apts	Install/Replace site Structures		Highland Avenue Apts	Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip	\$30,000.00		Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	\$150,000.00
		Replace Bldg Utilities/Mech&Elec Systems	\$100,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units	\$75,000.00		Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	\$50,000.00
		Replace Mechanical/Electrical Equipment			Replace Mechanical/Electrical Equipment	
			\$330,000.00			\$250,000.00
	AMP 17-200	Acquire/Develop new properties	\$35,000.00	AMP 17-200	Acquire/Develop new properties	
	Jollick Manor	Demolish/Depose Existing Stock		Jollick Manor	Demolish/Depose Existing Stock	\$50,000.00
	Crumrine Tower	Replace Site Utilities	\$100,000.00	Crumrine Tower	Replace Site Utilities	
	Bassettown Manor	(gas, wtr, sewers,elect, etc)		Bassettown Manor	(gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures			Install/Replace site Structures	
		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	\$50,000.00
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$35,000.00
		Repair/Replace Bldg Envelope Components	\$150,000.00		Repair/Replace Bldg Envelope Components	\$300,000.00
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements	\$60,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	\$50,000.00
		Replace Mechanical/Electrical Equipment	\$50,000.00		Replace Mechanical/Electrical Equipment	
			\$395,000.00			\$485,000.00
		Sub-Total CFP Est Cost:	\$725,000.00		Sub-Total CFP EstCost:	\$735,000.00

Capital Fund Program Five-Year Action Plan**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2			Activities for Year: 3		
	FFY Grant: 2012			FFY Grant: 2013		
	PHA FY: 2013			PHA FY:2014		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AMP 17-300	Acquire/Develop new properties	\$20,000.00	AMP 17-300	Acquire/Develop new properties	
	Valley View Terrace	Demolish/Depose Existing Stock	\$50,000.00	Valley View Terrace	Demolish/Depose Existing Stock	
	C'burg Scattered Sites	Replace Site Utilities	\$50,000.00	C'burg Scattered Sites	Replace Site Utilities	
	Bentley Tower	(gas, wtr, sewers,elect, etc)		Bentley Tower	(gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	\$65,000.00
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	\$20,000.00
		Regrade/Landscape Site Areas	\$75,000.00		Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units	\$400,000.00		Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	\$50,000.00
		Replace Mechanical/Electrical Equipment	\$30,000.00		Replace Mechanical/Electrical Equipment	
			\$625,000.00			\$135,000.00
	AMP 17-400	Acquire/Develop new properties		AMP 17-400	Acquire/Develop new properties	\$10,000.00
	Frederick Terrace	Demolish/Depose Existing Stock		Frederick Terrace	Demolish/Depose Existing Stock	
	California Terrace	Replace Site Utilities	\$75,000.00	California Terrace	Replace Site Utilities	
	Riverview Apartments	(gas, wtr, sewers,elect, etc)		Riverview Apartments	(gas, wtr, sewers,elect, etc)	
	California Manor	Install/Replace site Structures		California Manor	Install/Replace site Structures	\$85,000.00
	California Apartments	(drive roads, lights, walks, fences, walls etc)		California Apartments	(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip	\$25,000.00		Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units	\$250,000.00		Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements	\$25,000.00		Repair Bldg Structural Elements	
		Replace Mechanical/Electrical Equipment			Replace Mechanical/Electrical Equipment	
			\$375,000.00			\$95,000.00
		Sub-Total CFP Est Cost:	\$1,000,000.00		Sub-Total CFP EstCost:	\$230,000.00

[illegible]

Capital Fund Program Five-Year Action Plan**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4			Activities for Year: 5		
	FFY Grant: 2014			FFY Grant: 2015		
	PHA FY: 2015			PHA FY: 2016		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AMP 17-100	Acquire/Develop new properties		AMP 17-100	Acquire/Develop new properties	
	Maple Terrace	Demolish/Depose Existing Stock		Maple Terrace	Demolish/Depose Existing Stock	\$50,000.00
	Maple Terrace View	Replace Site Utilities	\$150,000.00	Maple Terrace View	Replace Site Utilities	
	Lincoln Terrace	(gas, wtr, sewers,elect, etc)		Lincoln Terrace	(gas, wtr, sewers,elect, etc)	
See	Highland Avenue Apts	Install/Replace site Structures	\$50,000.00	Highland Avenue Apts	Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas	\$25,000.00		Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	\$350,000.00
		Replace Bldg Utilities/Mech&Elec Systems	\$100,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$135,000.00
		Install Life/Fire Safety Improvements	\$35,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	
		Replace Mechanical/Electrical Equipment			Replace Mechanical/Electrical Equipment	\$50,000.00
			\$360,000.00			\$585,000.00
	AMP 17-200	Acquire/Develop new properties		AMP 17-200	Acquire/Develop new properties	
	Jollick Manor	Demolish/Depose Existing Stock		Jollick Manor	Demolish/Depose Existing Stock	
	Crumrine Tower	Replace Site Utilities	\$50,000.00	Crumrine Tower	Replace Site Utilities	
	Bassetstown Manor	(gas, wtr, sewers,elect, etc)		Bassetstown Manor	(gas, wtr, sewers,elect, etc)	
		Install/Replace site Structures	\$75,000.00		Install/Replace site Structures	
		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$75,000.00
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	\$95,000.00
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$150,000.00
		Install Life/Fire Safety Improvements			Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	\$325,000.00
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	
		Replace Mechanical/Electrical Equipment			Replace Mechanical/Electrical Equipment	
			\$125,000.00			\$645,000.00
		Sub-Total CFP Est Cost:	\$485,000.00		Sub-Total CFP EstCost:	\$1,230,000.00

Capital Fund Program Five-Year Action Plan**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4			Activities for Year: 5		
	FFY Grant: 2014			FFY Grant: 2015		
	PHA FY: 2015			PHA FY: 2016		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AMP 17-300	Acquire/Develop new properties		AMP 17-300	Acquire/Develop new properties	
	Valley View Terrace	Demolish/Depose Existing Stock		Valley View Terrace	Demolish/Depose Existing Stock	
	C'burg Scattered Sites	Replace Site Utilities		C'burg Scattered Sites	Replace Site Utilities	
	Bentley Tower	(gas, wtr, sewers,elect, etc)		Bentley Tower	(gas, wtr, sewers,elect, etc)	
See		Install/Replace site Structures			Install/Replace site Structures	
Annual		(drive roads, lights, walks, fences, walls etc)			(drive roads, lights, walks, fences, walls etc)	
Statement		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	
		Repair/Replace Bldg Envelope Components	\$200,000.00		Repair/Replace Bldg Envelope Components	
		Replace Bldg Utilities/Mech&Elec Systems	\$125,000.00		Replace Bldg Utilities/Mech&Elec Systems	
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$50,000.00
		Install Life/Fire Safety Improvements	\$10,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	
		Replace Mechanical/Electrical Equipment			Replace Mechanical/Electrical Equipment	
			\$335,000.00			\$50,000.00
	AMP 17-400	Acquire/Develop new properties		AMP 17-400	Acquire/Develop new properties	
	Frederick Terrace	Demolish/Depose Existing Stock	\$50,000.00	Frederick Terrace	Demolish/Depose Existing Stock	
	California Terrace	Replace Site Utilities	\$100,000.00	California Terrace	Replace Site Utilities	
	Riverview Apartments	(gas, wtr, sewers,elect, etc)		Riverview Apartments	(gas, wtr, sewers,elect, etc)	
	California Manor	Install/Replace site Structures		California Manor	Install/Replace site Structures	
	California Apartments	(drive roads, lights, walks, fences, walls etc)		California Apartments	(drive roads, lights, walks, fences, walls etc)	
		Install/Replace Playground Equip			Install/Replace Playground Equip	
		Regrade/Landscape Site Areas			Regrade/Landscape Site Areas	\$40,000.00
		Repair/Replace Bldg Envelope Components			Repair/Replace Bldg Envelope Components	\$100,000.00
		Replace Bldg Utilities/Mech&Elec Systems			Replace Bldg Utilities/Mech&Elec Systems	\$100,000.00
		Replace Finishes, Fixtures and Equip			Replace Finishes, Fixtures and Equip	\$100,000.00
		Install Life/Fire Safety Improvements	\$25,000.00		Install Life/Fire Safety Improvements	
		Develop/Convert/Re-Hab Accessible Units			Develop/Convert/Re-Hab Accessible Units	
		Repair Bldg Structural Elements			Repair Bldg Structural Elements	
		Replace Mechanical/Electrical Equipment	\$250,000.00		Replace Mechanical/Electrical Equipment	
			\$425,000.00			\$340,000.00
		Sub-Total CFP Est Cost:	\$760,000.00		Sub-Total CFP EstCost:	\$390,000.00

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	Grant Type and Number Capital Fund Program Grant No: PA28PO1750110 Replacement Housing Factor Grant No:	Federal FY of Grant: 2010
---	---	---------------------------

X Original Annual Statement	Reserve for Disasters/ Emergencies:	REV 5 3/31/11
Performance and Evaluation Report for Period Ending:	Final Performance and Evaluation Report:	\$1,201,686

line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$130,000.00	\$130,000.00	\$130,000.00	\$0.00
3	1408 Management Improvements	\$130,000.00	\$130,000.00	\$130,000.00	\$64,780.00
4	1410 Administration	\$125,000.00	\$125,000.00	\$125,000.00	\$20,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$80,000.00	\$50,000.00	\$30,827.00	\$5,427.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$40,000.00	\$40,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$638,686.00	\$664,700.00	\$223,172.00	\$5,472.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$3,000.00	\$6,986.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$15,000.00	\$16,978.00	\$16,978.00	\$16,978.00
14	1485 Demolition	\$35,000.00	\$33,022.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$5,000.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,201,686.00	\$1,201,686.00	\$655,977.00	\$112,657.00
22	Amount of line 21 Related to LBP Activities	\$45,000.00	\$45,000.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$360,000.00	\$360,000.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs			54.59%	
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

|

|

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750110 Replacement Housing Factor Grant No:				Federal FY of Grant: 2010	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
AMP 17-100 Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts									
AMP 17-100	VACANCY REDUCTION	C & P	1460		\$7,000.00	\$7,000.00	\$1,635.00	\$1,635.00	
	VACANCY REDUCTION PH II	MOD	1460		\$85,000.00	\$124,400.00	\$124,400.00		
	VACANCY REDUCTION PH II	MOD	1465		\$0.00	\$3,986.00			
PA17-01 Maple Terrace	Replace Porch Roofs, Siding, Trim & Windows		1460	82 units	\$0.00	\$0.00			moved from 2009
PA17-15 Maple Terrace View	Replace Roofs, Soffit, Fascia, Gutters, D/S and Trim		1460	36 units	\$10,000.00	\$0.00			moved from 2009
	Replace Doors, Storm Doors and Hardware		1460	36 units	\$10,000.00	\$0.00			moved from 2009
	Replace Windows, Siding and Trim; repoint brick		1460	36 units	\$10,000.00	\$0.00			moved from 2009
PA17-02 Lincoln Terrace									
PA17-14 Highland Avenue Apts									

[illegible]

[illegible]

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority
 100 Crumrine Tower, Franklin Street
 Washington, PA 15301-6995

Grant Type and Number:

Capital Fund Program Grant No: PA28PO1750110

Replacement Housing Factor Grant No:

Federal FY of Grant:**2010**

Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-400 Frederic Terrace Riverview Apartments California Terrace California Manor California Aopartments								
AMP 17-400	VACANCY REDUCTION C & P	1460		\$7,000.00	\$7,000.00	\$1,880.00	\$1,880.00	
PA17-03 Frederick Terrace	Demolition	1485	one bldg	\$35,000.00	\$33,022.00			
PA17-09A Riverview Apartments								
PA17-09B California Terrace	H/C Conversion one 3-BR unit	504	one unit	\$40,000.00	\$40,000.00			moved from 2009
	Rehab one 1-BR H/C unit	504	one unit	\$15,000.00	\$15,000.00			moved from 2009
PA17-10A California Manor								
PA17-10B California Apartments								

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28PO1750110 Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-500 Highland Terrace Donora Scattered Sites Nathan Goff Apartments Monongahela Twnhse								
AMP 17-500	VACANCY REDUCTION C & P	1460		\$7,000.00	\$7,000.00			
PA17-04 Highland Terrace	Convert One 4-BR H/C unit 504	1460	one unit	\$225,000.00	\$225,000.00			
	Convert One 4-BR H/C unit 504	1450	as reqd	\$40,000.00	\$40,000.00			
	Rehab four 2-BR H/C units 504	1460	four units	\$40,000.00	\$40,000.00			moved from 2009
PA17-16 Donora Scat'd Sites	Structural Repair of Floor Slabs	1460	one unit	\$7,000.00	\$47,000.00			moved from 2009
PA17-17 Nathan Goff Apts	Replace Make-Up Air Units	1460	two	\$31,686.00	\$0.00			
PA17-19 Monongahela Townho								

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28PO1750110 Replacement Housing Factor Grant No:				Federal FY of Grant: 2010	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$130,000.00	\$130,000.00	\$130,000.00		
1408 Mgmnt. Improvements	Communications Support	1 1408		0	0			
	Development Coordinator	2 1408		\$54,787.00	\$54,787.00	\$54,787.00	\$22,024.00	
	Computer Software	3 1408		\$0.00	\$0.00	\$0.00		
	Computer Training	4 1408		\$0.00	\$0.00	\$0.00		
	Management Update Consultant	5 1408		\$9,000.00	\$9,000.00	\$9,000.00	\$2,100.00	
	Constable Patrol	6 1408		\$25,000.00	\$25,000.00	\$25,000.00	\$14,443.00	
	Vacancy Reduction	7 1408		\$0.00				
	Inventory Review	8 1408		\$0.00				
	Computer Maintenance Agreement	9 1408		\$26,213.00	\$26,213.00	\$26,213.00	\$26,213.00	
	Other	10 1408						
	Police Patrol	11 1408		\$15,000.00	\$15,000.00	\$15,000.00		
			TOTAL	\$130,000.00	\$130,000.00	\$130,000.00	\$64,780.00	
1410 Administration	Salaries	1410		\$125,000.00	\$125,000.00	\$125,000.00	\$20,000.00	
	Fringe Benefits	1410						
			TOTAL	\$125,000.00	\$125,000.00	\$125,000.00	\$20,000.00	
1430 A& E Costs and Fees	A/E Fees	1430		\$60,000.00	\$30,000.00	\$28,400.00	\$3,000.00	
	Sundry Expenses	1430		\$10,000.00	\$10,000.00	\$2,427.00	\$2,427.00	
	Surevey Fees	1430		\$10,000.00	\$10,000.00			
			TOTAL	\$80,000.00	\$50,000.00		\$5,427.00	
1475 Non-Dwelling Equipment	Computer/Security hardware	1475		\$15,000.00	\$16,978.00	\$16,978.00	\$16,978.00	
1495 Relocation	Relocation Expense	1495		\$5,000.00	\$5,000.00			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Washington County Housing Authority

Grant Type and Number

Capital Fund Program Grant No: PA28PO1750110

Replacement Housing Factor Grant No:

Federal FY of Grant:**2010**

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-100	9/30/2012			9/30/2014			
PA17-200	9/30/2012			9/30/2014			
PA17-300	9/30/2012			9/30/2014			
PA17-400	9/30/2012			9/30/2014			
PA17-500	9/30/2012			9/30/2014			
1406 Operations	9/30/2012			9/30/2014			
1408 Mgmt. Improvements	9/30/2012			9/30/2014			
1410 Administration	9/30/2012			9/30/2014			
1430 Fees and Costs	9/30/2012			9/30/2014			
1475 Nondwelling Equipment	9/30/2012			9/30/2014			
1495 Relocation	9/30/2012			9/30/2014			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	Grant Type and Number Capital Fund Program Grant No: PA28S01750109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009 STIMULUS
---	---	--

X Original Annual Statement	Reserve for Disasters/ Emergencies:	REV 24	3/31/2011	
Performance and Evaluation Report for Period Ending:	Final Performance and Evaluation Report:			\$1,570,259

line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds			(3/17/2010)	(60% BY 3/17/2011)
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$18,000.00	\$15,000.00	\$15,000.00	\$15,000.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$110,000.00	\$113,258.00	\$113,258.00	\$105,795.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$25,000.00	\$9,486.00	\$9,486.00	\$9,486.00
10	1460 Dwelling Structures	\$1,412,259.00	\$1,432,515.00	\$1,432,515.00	\$1,411,426.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,570,259.00	\$1,570,259.00	\$1,570,259.00	\$1,541,707.00
22	Amount of line 21 Related to LBP Activities			100.0%	98.2%
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs			98.70%	68.80%
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

|

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28S01750109 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009 STIMULUS		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
AMP 17-100 Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts									
PA17-01 Maple Terrace	Replace roofs, gutters, soffit, fascia and trim		1460	12 bldgs	\$372,000.00	\$166,000.00	\$166,000.00	\$149,400.00	(2008 5-yr plan/year 2)
	Gutterguard Matereial		1460	20 bldgs	\$0.00	\$7,980.00	\$7,980.00	\$7,980.00	
PA17-02 Lincoln Terrace									
PA17-14 Highland Avenue Apts									
PA17-15 Maple Terrace View	Replace doors and storm doors		1460	9 bldgs	\$40,000.00	\$0.00			move to 2009 Cap Fund
	Replace windows and siding, re-point brick		1460	9 bldgs	\$210,000.00	\$0.00			move to 2009 Cap Fund
	Replace roofs, gutters,D-S, soffit, fascia and trim		1460	9 bldgs	\$150,000.00	\$0.00			move to 2009 Cap Fund

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28S01750109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009 STIMULUS	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-200 Jollick Manor Crumrine Tower Bassettown Manor								
	Gutterguard Matereial	1460	20 bldgs	\$0.00	\$7,980.00	\$7,980.00	\$7,980.00	
PA17-08 Jollick Manor	Replace siding, repoint brick, new porch roofs HHSDR	1460	24 units	\$200,000.00	\$229,798.00	\$229,798.00	\$229,798.00	(2007 Cap Fund)
	Replace siding, repoint brick, new porch roofs MM	1460	8 units	\$75,000.00	\$218,928.00	\$218,928.00	\$218,928.00	(2007 Cap Fund)
PA17-08 Crumrine Towers	Replace make-up Air unit	1460	one reqd	\$75,000.00	\$80,805.00	\$80,805.00	\$80,805.00	2008 5-yr FFY 2010
PA17-21 Bassettown Manor	Replace membrane roof	1460	as reqd	\$0.00	\$240,782.00	\$240,782.00	\$237,268.00	2008 5-yr FFY 2011

[illegible]

[illegible]

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28S01750109 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009 STIMULUS	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-500 Highland Terrace Donora Scattered Sites Nathan Goff Apartments Monongahela Twnhse								
PA17-04 Highland Terrace				\$0.00				
PA17-16 Donora Scat'd Sites	Install new storm water management system	1450	2 bldgs	\$25,000.00	\$9,486.00	\$9,486.00	\$9,486.00	(2007 Cap Fund)
PA17-17 Nathan Goff Apts	Replace/refurbish stucco. Replace exter doors.	1460	as reqd	\$140,000.00	\$225,083.00	\$225,083.00	\$225,083.00	(2008 5-yr plan/year 5)
		1460			\$3,995.00	\$3,995.00	\$3,995.00	C-O #2 Lights
		1460		\$0.00	\$2,245.00	\$2,245.00	\$1,920.00	C-O #3 Lights
PA17-19 Monongahela Townho	Replace roofs, gutters, soffit, fascia, d'spouts and tri	1460	5 bldgs	\$0.00	\$62,299.00	\$62,299.00	\$62,299.00	(2008 5-yr plan FFY 2012)
	Gutterguard Matereial	1460		\$0.00	\$7,980.00	\$7,980.00	\$7,980.00	
		1460	5 bldgs	\$0.00	\$650.00	\$650.00		C-O #1 Ducts

[illegible]

[illegible]

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995	Grant Type and Number Capital Fund Program Grant No: PA28PO1750109 Replacement Housing Factor Grant No: N/A	Federal FY of Grant: 2009
---	---	---------------------------

		Reserve for Disasters/ Emergencies:		REV 15 3/31/11	
	Performance and Evaluation Report for Period Ending:	Final Performance and Evaluation Report:		\$1,213,869	
line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$120,000.00	\$120,000.00	\$120,000.00	\$20,835.00
3	1408 Management Improvements	\$123,000.00	\$140,000.00	\$140,000.00	\$133,377.00
4	1410 Administration	\$80,000.00	\$120,000.00	\$120,000.00	\$120,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$65,000.00	\$53,749.00	\$49,660.00	\$14,071.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$0.00	\$40,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$780,869.00	\$708,945.00	\$414,506.00	\$346,081.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$15,000.00	\$16,175.00	\$16,175.00	\$16,175.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$15,000.00	\$11,754.00	\$11,754.00	\$11,754.00
14	1485 Demolition	\$10,000.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000.00	\$3,246.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,213,869.00	\$1,213,869.00	\$872,095.00	\$662,293.00
22	Amount of line 21 Related to LBP Activities			71.8%	54.6%
23	Amount of line 21 Related to Section 504 compliance	\$253,869.00	\$328,624.00	\$1,813.00	\$1,813.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

|

|

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28P01750109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-100 Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts								
AMP 17-100	Vacancy Reduction (C/P)	1460		\$1,000.00	\$15,830.00	\$15,830.00	\$15,830.00	
PA17-01 Maple Terrace								
PA17-15 Maple Terrace View	Replace Doors and Storm doors	1460	36 units	\$20,000.00	\$0.00			move to 2010
	Replace windows and siding, point brick	1460	36 units	\$20,000.00	\$0.00			move to 2010
	Replace roofs, gutter, D-S, soffit, fascia and trim	1460	36 units	\$20,000.00	\$0.00			move to 2010
PA17-02 Lincoln Terrace								
PA17-14 Highland Avenue Apts								

[illegible]

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority
100 Crumrine Tower, Franklin Street
Washington, PA 15301-6995

Grant Type and Number:

Capital Fund Program Grant No: PA28PO1750109

Replacement Housing Factor Grant No:

Federal FY of Grant:**2009**

Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-400 California Manor California Apartments Riverview Apartments California Terrace Frederick Terrace								
AMP 17-400	Vacancy Reduction (C & P)	1460		\$1,000.00	\$12,655.00	\$12,655.00	\$12,655.00	
PA17-10A California Manor								
PA17-10B California Apartment								
PA17-09A Riverview Apts.	Refurbish two 1-BR H/C Units 504	1460	2 units	\$22,000.00	\$0.00			
PA17-09B California Terrace	Replace siding	1460	11 buildings	\$50,000.00	\$0.00	\$0.00		
	Replace Windows	1460	11 buildings	\$50,000.00	\$0.00			
	Convert one 3-BR H/C Unit 504	1460	one apt	\$120,000.00	\$0.00			
	Refurbish one 1-BR H/C Units 504	1460	1 unit	\$11,869.00	\$0.00			
	Porches, Roofs and Oporch Roofs	1460	1 unit	\$0.00	\$6,055.00	\$6,055.00	\$6,055.00	carry-over 2007
PA17-03 Frederick Terrace	Demolition	1485	as reqd	\$10,000.00	\$0.00			move to 2010

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-500 Highland Terrace Donora Scattered Sites Nathan Goff Apartments Monongahela Twnhse								
AMP 17-500	Vacancy Reduction (C/P)	1460		\$1,000.00	\$9,375.00	\$9,375.00	\$9,375.00	
	Vacancy Reduction Ph I	1460		\$1,000.00	\$244,375.00	\$239,492.00	\$219,027.00	
	Vacancy Reduction Ph I	1465		\$12,000.00	\$12,067.00	\$12,067.00	\$12,067.00	
PA17-04 Highland Terrace	Re-Hab four-2BR H/C units 504	1460		\$50,000.00	\$0.00			
PA17-16 Donora Scat'd Sites	Structural repair of floor slabs	1460	1 bldg	\$175,000.00	\$0.00			
	Replace mech equipment/kitchens/doors	1460	1 bldg	\$40,000.00	\$0.00			
PA17-17 Nathan Goff Apts	Remodel first floor corridor	1460	as reqd	\$5,000.00	\$0.00			
PA17-19 Monongahela Townho								

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28PO1750109 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$120,000.00	\$120,000.00	\$120,000.00	\$20,835.00	
1408 Mgmnt. Improvements	Communications Support	1	1408	\$0.00	\$0.00	\$0.00		
	Development Coordinator	2	1408	\$40,000.00	\$66,827.00	\$66,827.00	\$66,827.00	
	Computer Software	3	1408	\$4,000.00	\$0.00	\$0.00		
	Computer Training	4	1408	\$4,000.00	\$0.00	\$0.00		
	Management Update Consultant	5	1408	\$17,000.00	\$9,955.00	\$9,955.00	\$9,955.00	
	Constable Patrol	6	1408	\$20,000.00	\$24,023.00	\$24,023.00	\$24,023.00	
	Vacancy Reduction	7	1408	\$0.00	\$0.00	\$0.00		
	Inventory Review	8	1408	\$0.00	\$0.00	\$0.00		
	Computer Maintenance Agreement	9	1408	\$23,000.00	\$24,965.00	\$24,965.00	\$24,965.00	
	Police Patrol	11	1408	\$15,000.00	\$14,230.00	\$14,230.00	\$7,607.00	
	Other	10	1408	\$0.00	\$0.00	\$0.00		
			TOTAL	\$123,000.00	\$140,000.00	\$140,000.00	\$133,377.00	
1410 Administration	Salaries	1410		\$80,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
	Fringe Benefits	1410						
1430 A& E Costs and Fees	A/E Fees	1430		\$50,000.00	\$48,000.00	\$47,150.00	\$11,561.00	
	Sundry Expenses	1430		\$8,000.00	\$4,749.00	\$2,510.00	\$2,510.00	
	Surevey Fees	1430		\$7,000.00	\$1,000.00			
			TOTAL	\$65,000.00	\$53,749.00	\$49,660.00	\$14,071.00	
Non-Dwelling Equipment	Computer/Security hardware	1475		\$15,000.00	\$11,754.00	\$11,754.00	\$11,754.00	
1495 Relocation	Relocation Expense	1495		\$5,000.00	\$3,246.00			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Washington County Housing Authority

Grant Type and Number

Capital Fund Program Grant No: PA28PO1750109

Replacement Housing Factor Grant No:

Federal FY of Grant:**2009**

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA17-01	9/14/2011			9/14/2013			
PA17-02	9/14/2011			9/14/2013			
PA17-03	9/14/2011			9/14/2013			
PA17-04	9/14/2011			9/14/2013			
PA17-05	9/14/2011			9/14/2013			
1406 Operations	9/14/2011			9/14/2013			
1408 Mgmt. Improvements	9/14/2011			9/14/2013			
1410 Administration	9/14/2011			9/14/2013			
1430 Fees and Costs	9/14/2011			9/14/2013			
1475 Nondwelling Equipment	9/14/2011			9/14/2013			
1495 Relocation	9/14/2011			9/14/2013			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995		Grant Type and Number Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserve for Disasters/ Emergencies: Final Performance and Evaluation Report:		REV 29 3/31/11 \$1,240,525	
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds			(6/12/2010)	(6/12/2011)
2	1406 Operations	\$125,000.00	\$123,096.00	\$123,096.00	\$115,415.00
3	1408 Management Improvements	\$120,000.00	\$153,969.00	\$153,969.00	\$153,969.00
4	1410 Administration	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$73,000.00	\$76,753.00	\$76,753.00	\$76,753.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$4,000.00	\$6,000.00	\$6,000.00	\$6,000.00
10	1460 Dwelling Structures	\$767,525.00	\$736,483.00	\$736,483.00	\$736,482.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$21,000.00	\$24,224.00	\$24,224.00	\$24,224.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$10,000.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,240,525.00	\$1,240,525.00	\$1,240,525.00	\$1,232,843.00
22	Amount of line 21 Related to LBP Activities			100.0%	99.4%
23	Amount of line 21 Related to Section 504 compliance	\$240,525.00	\$0.00	\$5,994.00	\$5,994.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995				Grant Type and Number: Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-100 Maple Terrace Maple Terr. View Lincoln Terrace Highland Ave Apts								
PA17-01 Maple Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Replace Windows/siding/porch roofs/trim	1460	11 bldgs	\$0.00	\$0.00			
PA17-15 Maple Terrace View	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Replace doors and windows	1460		\$1,000.00	\$0.00			
	Replace roofs and trim	1460		\$1,000.00	\$0.00			
	Replace siding	1460		\$1,000.00	\$0.00			
PA17-02 Lincoln Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
PA17-14 Highland Avenue Apts	Vacancy Reduction	1460		\$1,000.00	\$0.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-200 Jollick Manor Crumrine Tower Bassettown Manor								
PA17-08 Jollick Manor	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Brick/siding Replace	1460	20 units	\$190,000.00	\$0.00			Move to STIM
	H/C Unit Conversion (1-3BR; 1-4BR) <u>MANGANA</u>	504 1460	2 units	\$0.00	\$5,994.00	\$5,994.00	\$5,994.00	
PA17-08 Crumrine Towers	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Remodel front lobby/Abatement	504 1460		\$49,525.00	\$0.00			
	Replace Building Make-up Air unit	1460		\$0.00	\$0.00	\$0.00	\$0.00	
PA17-21 Bassettown Manor	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Replace Roof	1460	1 bldg	\$1,000.00	\$0.00			
	Replace Bldg Piping system	1460		\$140,000.00	\$110,577.00	\$110,577.00	\$107,577.00	
	CO #1 Re-route pipe, install conduit	1460		\$0.00	(\$3,000.00)	(\$3,000.00)		
	CO #2 Addtl taps	1460		\$0.00	\$4,984.00	\$4,984.00	\$4,984.00	
	CO #3 Boiler Room Piping	1460		\$0.00	\$3,982.00	\$3,982.00	\$3,982.00	
	Remodel B-level storerooms	1460		\$1,000.00	\$0.00			
	Replace Make-up Air Unit	1460	1 unit	\$0.00	\$38,437.00	\$38,437.00	\$38,437.00	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-300 Valley View Terrace C'burg Scattered Sites Bentley Tower								
PA17-05 Valley View Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Convert two-2BR H/C units 504	1460	2 bldgs	\$190,000.00	\$0.00			move to 2009
	Replace sidewalks/stairs/handrails 504	1450		\$1,000.00	\$0.00			move to 2009
PA17-12 C'burg Scattered Sites	Vacancy Reduction	1460		\$1,000.00	\$0.00			
PA17-20 Bentley Towers	Vacancy Reduction	1460		\$1,000.00	\$6,602.00	\$6,602.00	\$6,602.00	
	Vacancy Reduction	1475		\$0.00	\$2,152.00	\$2,152.00	\$2,152.00	
	Replace Fire Pump & Generator	1460	as reqd	\$0.00	\$104,676.00	\$104,676.00	\$104,676.00	Emergency Replacement
		1460			\$5,241.00	\$5,241.00	\$5,241.00	
	Restore Kitchens	1460	as reqd	\$0.00	\$12,958.00	\$12,958.00	\$12,958.00	
	Elevator Modernization	1460	2 cars	\$0.00	\$327,414.00	\$327,414.00	\$327,414.00	moved from 2009
	Elevator Penthouse Equip	1475	2 cars	\$0.00	\$418.00	\$418.00	\$418.00	moved from 2009

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-400 California Manor California Apartments Riverview Apartments California Terrace Frederick Terrace								
PA17-10A California Manor	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Repair Brick Façade	1460	1 bldg	\$1,000.00	\$0.00			
PA17-10B California Apartment	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Repair Brick Façade	1460	1 bldg	\$1,000.00	\$0.00			
PA17-09A Riverview Apartment	Vacancy Reduction	1460		\$1,000.00	\$0.00			
PA17-09B California Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Replace Siding and Trim	1460		\$1,000.00	\$118,618.00	\$118,618.00	\$118,617.00	carry-over 07
PA17-03 Frederick Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Bldg Demolition	1485	1 bldg	\$0.00	\$0.00			
	Replace sidewalks/steps/handrail	1450		\$1,000.00	\$0.00			
	Repave drive roads	1450		\$1,000.00	\$0.00			
	Landscaping/erosion control	1450		\$1,000.00	\$0.00			
	Replace roofs and trim	1460		\$1,000.00	\$0.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number: Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 17-500 Highland Terrace Donora Scattered Sites Nathan Goff Apartments Monongahela Twnhse								
PA17-04 Highland Terrace	Vacancy Reduction	1460		\$1,000.00	\$0.00			
PA17-16 Donora Scat'd Sites	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Construct Stormwater Drainage System	1450		\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	carryt-over 2007 Cap Fund
PA17-17 Nathan Goff Apts	Vacancy Reduction	1460		\$1,000.00	\$0.00			
	Restore stucco/point brick	1460	1 bldg	\$170,000.00	\$0.00			Move to STIM
PA17-19 Monongahela Townho	Vacancy Reduction	1460		\$1,000.00	\$0.00			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995			Grant Type and Number Capital Fund Program Grant No: PA28PO1750108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008	
Development Number Name / HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities								
1406 Operations	General Operations	1406		\$125,000.00	\$123,096.00	\$123,096.00	\$115,415.00	
1408 Mgmt. Improvements	Communications Support	1	1408	\$120,000.00	\$0.00			
	Development Coordinator	2	1408		\$65,643.00	\$65,643.00	\$65,643.00	
	Computer Software	3	1408		\$0.00	\$0.00		
	Computer Training	4	1408		\$0.00	\$0.00		
	Management Update Consultant	5	1408		\$9,800.00	\$9,800.00	\$9,800.00	
	Constables	6	1408		\$46,219.00	\$46,219.00	\$46,219.00	
	Computer Consultant	7	1408		\$0.00	\$0.00	\$0.00	
	Inventory Review	8	1408					
	Computer Maintenance Agreement	9	1408		\$23,776.00	\$23,776.00	\$23,776.00	
	Mgmt Improvements - Other	10	1408	\$0.00	\$0.00			
	Police Patrol	11	1408		\$8,531.00	\$8,531.00	\$8,531.00	
			TOTAL	\$120,000.00	\$153,969.00	\$153,969.00	\$153,969.00	
1410 Administration	Salaries	1410		\$95,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
	Fringe Benefits	1410		\$25,000.00	\$0.00	\$0.00		
			TOTAL	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
1430 A& E Costs and Fees	A/E Fees	1430		\$60,000.00	\$70,955.00	\$70,955.00	\$70,955.00	
	Sundry Expenses	1430		\$8,000.00	\$2,148.00	\$2,148.00	\$2,148.00	
	Surevey Fees	1430		\$5,000.00	\$3,650.00	\$3,650.00	\$3,650.00	
			TOTAL	\$73,000.00	\$76,753.00	\$76,753.00	\$76,753.00	
1475 Non-Dwelling Equipment	Computer/Security hardware	1475		\$21,000.00	\$21,654.00	\$21,654.00	\$21,654.00	
1495 Relocation	Relocation Expense	1495		\$10,000.00	\$0.00			

[illegible]